

Commercial Improvement Details Form

The Commercial Improvement Details Form is used to add, edit, or remove the structural construction details of any Commercial Improvements on the Parcel. The **Structure Details** Button on the top right of the **Commercial Improvements Form** is used to access this Form. Depending on the setup of the Commercial Schedules, the Commercial Improvements Details Form can be used to add just descriptive information about the Commercial Improvement, or as a means to add or deduct value for the Details.

Structural Info 1			Structural Info 2			Structural Info 3			
	Description	%	QC		%	QC		%	QC
Foundation	Concrete Column Footing	0			0			0	
Wall Frame	Concrete Wall	0			0			0	
Ext Wall	Concrete Wall	0			0			0	
Roof Frame	Concrete Wall	0			0			0	
Roof Cover	Concrete Wall	0			0			0	
Floor Const	Concrete Wall	0			0			0	
Floor Finish	Concrete Wall	0			0			0	
Int Finish	Concrete Wall	0			0			0	
Ceiling Fin	Concrete Wall	0			0			0	
Wiring	Concrete Wall	0			0			0	
Heat / Air	Concrete Wall	0			0			0	
Lighting	Concrete Wall	0			0			0	

Up to twelve (12) different Structural Details, such as Foundation, Wall Frame, and Exterior Walls, can be identified for each Improvement/Section. Each Detail has a certain number of default Descriptions: Foundation, for example, has Descriptions such as Concrete Column Footing, Concrete Wall, Piers, and Slab Perimeter Footing.

By using the fields in the three sections of the Form, called Structural Info 1, Structural Info 2, and Structural Info 3, a Structural Detail can be assigned up to three different Descriptions, if necessary, with an accompanying Per Cent of the Improvement/Section covered by that Description, as well as the Quality Class of that Description. Regardless of whether a Detail has one, two, or three Descriptions, the total for all must equal 100%.

The Descriptions for each Commercial Improvement Detail are setup in **Tools >> Schedules / Tables >> Commercial Improvements >> Structural Elements**. Additions, changes, or deletions can be made to these Descriptions in this schedule.

A discussion of all fields on the Commercial Improvement Details Form follows. The field sequence is the same as when adding **NEW** Commercial Improvement Details. At the conclusion of entering information, the user should click the **Apply Button** at the bottom of the Commercial Improvement Details Form to make sure that all data entry on the Form is saved before proceeding to other tasks, such as adding another Improvement, adding another Section to this Improvement, or sketching.

- **Description:** Every Structural Detail has a set of Descriptions unique to that Detail. At least one Description for every Detail must be selected, unless the Structural Detail does not exist in the Improvement/Section, in which case the default blank Description can be selected. The user can click on the combo box or press the first letter of the appropriate Description to select an item. The Tab key takes the user to the % field.
- **%:** The percent of the Improvement/Section covered by the Detail and associated Description is keyed in this field. For example, an Improvement/Section has an area of 2000 square feet. If the entire area is supported by Concrete Wall, the user should key 100 for 100 percent coverage. However, if only 1000 square feet of the Improvement/Section is supported by Concrete Wall, the percent should be entered as 50 ($1000/2000 = .50$) with NO decimal point. If the percent entered in the % field in the Structural Info 1 is less than 100, the user will be forced to select a second Description for the Detail and accompanying percent and Quality Class in the Structural Info 2 section of the Form. The % field in the Structural Info 2 section will display the difference between 100 and the percent entered in the Structural Info 1 section of the Form. If

the total percent of the Improvement/Section covered by the Detail is still not 100 percent after the Structural Info 2 section of the form is completed, WinGAP will calculate the remaining percentage, place it in the % field in Structural Info 3 section of the Form, and take the user to the Structural Info 3 Description field, where the correct Description can be selected along with its Quality Class. As mentioned earlier, the total of all Descriptions for a Detail must equal 100%. The % field in the Structural Info 3 section of the Form cannot be accessed by the user.

- **QC:** QC refers to the Quality Class of the Detail/Description. Quality Classes can be used to add or subtract value for a particular Commercial Structural Component and are set up in **Tools >> Schedules / Tables >> Commercial Improvements >> Structural Elements**. The Quality Classes range from Poor to Excellent, and the user can select from the 5 possible choices by
 - keying the first letter of the Class, such as "A" for Average or
 - click on the combo box to select the Class
 - or press the Down Arrow to select the Class.

Once the Description, %, and Quality Class for all applicable Structural Details have been selected, the user can click the **Apply Button** at the bottom of the Commercial Improvement Details Form to make sure that all data entry for the Improvement/Section is saved, as seen below.

Structural Info 1			Structural Info 2			Structural Info 3					
	Description	%	QC		Description	%	QC		Description	%	QC
Foundation	Concrete Wall	50	AV	Slab Perimeter Footing	25	AV	Concrete Col. Footing	25	AV		
Wall Frame	Bearing Wall	100	AV		0			0			
Ext Wall	Brick Veneer	100	AV		0			0			
Roof Frame	Steel Frame W/Decking	100	AV		0			0			
Roof Cover	Galvanized Metal	100	AV		0			0			
Floor Const	Steel Joists & subfloor	50	AV	Concrete On Ground	25	AV	Conc., Corr. Deck, Stl. J	25	AV		
Floor Finish	Vinyl Tile	100	AV		0			0			
Int Finish	Sheetrock	100	AV		0			0			
Ceiling Fin	Sheetrock	100	AV		0			0			
Wiring	Flexible Conduit	100	AV		0			0			
Heat / Air	Cent. Htg. & A.C.	100	AV		0			0			
Lighting	Recessed F.F.	100	AV		0			0			

Buttons: Cancel, Apply, OK

Exiting the Commercial Improvement Details Form

When Structural Details data entry is completed, the user leaves the Form by clicking the **Ok Button** and returning to the Commercial Improvements Form, where other tasks can be performed as needed.

Commercial Extra Features Form

The Commercial Extra Features Form is used to add, edit, or delete any Commercial Extra Features. Extra Features are items that are attached to or are part of a Commercial Improvement but are not considered in the Base Cost of the Improvement. For example, a Canopy, Sprinkler System, Overhead Door, or Loading Dock would all be considered to be Extra Features. The **Extra Features** Button on the upper right of the **Commercial Improvements Form** is used to access the Extra Features Form. The Commercial Improvement must first be added before the Extra Features Button will be enabled. The Commercial Improvement should also be sketched (or the Area, Perimeter, and Story Height manually entered) before the Extra Features are added. (see Note below). There is no limit to the number of Extra Features that a Commercial Improvement can have.

NOTE: The Commercial Improvement should either be sketched, or an Area, Perimeter, and Story Height entered manually, before Commercial Extra Features are added to the Improvement. If this is not done, and the Commercial Improvement does not have a Calculated Physical Depreciation, the user will receive a message when clicking the Extra Features button that the "Parent Section does not have a Calculated Depreciation. Extra Features will not calculate".

A discussion of all fields on the Extra Features Form follows. The field sequence is the same as when adding a **New** Extra Feature record. At the conclusion of entering information about the Extra Feature, the user should click the **Apply** Button at the bottom of the Extra Features Form to make sure that all data entry on the Form is saved before adding another Extra Feature or exiting the Form to do other tasks. As on most data entry forms in WinGAP, the **New** Button must be clicked to add an Extra Feature record. The **OK** Button may be clicked without first clicking **Apply** if the user has concluded all data entry for the Improvement/Section and does not wish to perform other tasks on this screen.

Description section

Description	
	<input type="text"/>
Width	<input type="text" value="0"/>
Length	<input type="text" value="0"/>
Calc Area	<input type="text" value="0"/>
OVR Area/Units	<input type="text" value="0.00"/>
Identical Units	<input type="text" value="0"/>
Year Built:	<input type="text" value="2008"/>
Rank	<input type="text"/>
Phy Depr Ovr	<input type="text" value="0.00"/>
Func Obsl	<input type="text" value="1.00"/>
Other	<input type="text" value="1.00"/>
Calc Depr	<input type="text" value="0.99"/>
Econ Obsl	<input type="text" value="1.00"/>
Perc Comp	<input type="text" value="1.00"/>
Neighborhood:	<input type="text" value="1.00"/>

- **Description:** Clicking on the combo box in the Description field produces a listing of Commercial Extra Features. An item from this list **MUST** be selected in order to add an Extra Feature. The user can:
 - key the first letter of the item name, such as "C" in "Canopy", and be taken to the first item in the schedule that begins with that letter or
 - click on the combo box arrow and scroll down or up or
 - press the Down Arrow key.

The correct item should then be highlighted, and can be selected by either pressing Enter or clicking with the mouse to insert the Extra Feature Description Name in the field. The Extra Feature items that display in the list are based upon those set up in the Commercial Extra Features Schedule found in **Tools >> Schedules / Tables >> Commercial Improvements >> Extra Features**. **NOTE:** at the present time, it is not possible to add a new item to the Schedule when adding an Extra Feature subrecord to the Improvement. Extra Feature items can be added to the Schedule only in **Tools >> Schedules / Tables >> Commercial Improvements >> Extra Features**.

- **Width:** In most cases, particularly when the Extra Feature is valued by the square foot, the width of the Extra Feature, in feet, is entered in this field. When the Extra Feature is valued by the unit method, the number entered in the Width field will depend on how the Extra Feature is set up in the Extra Features Schedule. For example, the number could represent the fire rating, in hours, of a Bank Vault Door.
- **Length:** As in the Width field, particularly when the Extra Feature is valued by the square foot, the length of the Extra Feature, in feet, is entered in this field. When the Extra Feature is valued by the unit method, the number entered in the Width field will again depend on how the Extra Feature is set up in the Extra Features Schedule. For the example of the Bank Vault Door, the number would be 0(zero).
- **Calc Area:** If the length and width of the Extra Feature are entered and the user Tabs to the Ovr Area/Units field, WinGAP will calculate the area and place the value in this field. The Calculated Area field is not accessible to the user.
- **OVR Area/Units:** If the Extra Feature is valued by the square foot but is not square or rectangular, the appraiser calculated square footage can be entered here. When the Extra Feature is valued by the unit method, the number entered in the OVR Area/Units field will depend on how the Extra Feature is set up in the Extra Features Schedule. For the example of the Bank Vault Door, the number would be 1 (one) for the Number of Units, in this case one Bank Vault Door.
- **Identical Units:** The number of Identical Units of this particular Extra Feature is keyed here. If other Extra Features attached to this Commercial Improvement are identical to the one being added, than the total number of Identical Units is keyed here, rather than adding another Extra Feature. For example, if there are 2 Loading Docks of identical size, year built, and rank, than 2 would be keyed in the Identical Units field. The default is 0, and should remain that for 1 Extra Feature.
- **Year Built:** If known, the year the Extra Feature was built is entered in this field. The Year Built field defaults

to the system year minus one year.

- **Rank:** Rank represents the quality of the Extra Feature when compared to the primary structure, or Commercial Improvement. Ranks for Extra Features are set up in **Tools >> Schedules / Tables >> Commercial Improvements >> Rank**. The range is normally from Poor to Excellent. The user can
 - key the first letter of the Rank, such as "A" in "Average", and be taken to the that item or
 - click on the combo box arrow and scroll down or up or
 - press the Down Arrow key

The correct item should then be highlighted, and can be selected by either pressing Enter or clicking with the mouse to insert the Rank in the field. A Rank must be selected in order to calculate the Value of the Extra Feature. **Note:** If desired, a Rank of "No Value" can be added to the Commercial Rank schedule, and that item selected from the Rank list.

- **Phy Depr Ovr:** The Physical Depreciation Override field is used to override the calculated Physical Depreciation performed by WinGAP. The field defaults to 0.00 (zero) and should remain at this value unless the appraiser wishes to apply a set Physical Depreciation for the Extra Feature.
- **Func Obsl:** Functional Obsolescence is a numerical assignment representing the appraiser's judgment of the % good with regards to Functional Obsolescence. For example, an Extra Feature determined by the appraiser to have functionally depreciated by 20% would be 80% good, and .80 would be keyed in the Func Obsl field. The range can be from .01 to 9.99. The default is 1.00. There must be an entry in the Functional Obsolescence field. A value of 0.00 will result in a zero value for the Extra Feature.
- **Other:** The Other Factor that is assigned to the Commercial Improvement/Section that this Extra Feature is attached to is brought forward and placed in this field. This field is not accessible to the user.
- **Calc Depr:** The WinGAP calculated Physical Depreciation displays in this field. The Physical Depreciation will display even if there is an entry in the Phy Depr Ovr field. The Calc Depr field is not accessible to the user.
- **Econ Obsl:** Economic Obsolescence is a numerical assignment representing the appraiser's judgment of how the economic area that the Commercial Improvement/Extra Feature is located in has affected the value of the Extra Feature. The range can be from .01 to 9.99. The default is 1.00. There must be an entry in the Economic Obsolescence field. A value of 0.00 will result in a zero value for the Extra Feature. If the Improvement/Section has been assigned an Econ Obsl factor, the Extra Feature will inherit the same factor.
- **Perc Comp:** The Percent Complete field represents the % completed status of the Extra Feature. If construction on the Extra Feature is finished, it is 100% complete. If it is not 100% completed, the value keyed in this field is the appraiser's determination of how complete the Extra Feature's structure is. The range can be from .01 to 1.00. The default is 1.00. There must be an entry in the Percent Complete field.
- **Neighborhood:** The Neighborhood factor is used to produce the Calculated value of the Extra Feature. The Neighborhood factor that displays in this field is determined by two items: 1) the Neighborhood for the Parcel, as selected on the Real Property General Information Form; and 2) the factor for the Commercial Improvement for this particular Neighborhood, as defined in the Neighborhood Schedule (**Tools >> Schedules / Tables >> Neighborhoods**). If no Neighborhood is defined, a 1.00 will display as the factor.

As discussed on the Real Property General Information Form and in **Tools >> Schedules / Tables >> Neighborhoods**, Neighborhood factors can be applied against Residential Improvements, Urban Land, Rural Land, Commercial Improvements, and Accessory Improvements. The value represents percent good and is multiplicative. **Example:** if the Neighborhood factor for Commercial Improvements for this Parcel's Neighborhood is 1.10, the Calculated value of any Extra Features will be 110% of the WinGAP calculated value prior to applying the Neighborhood factor. The Neighborhood factor can range from .01 to 9.99.

Value section

Value	
Calculated	23,909
Override	0
MAV	0
Last Calc	0

- **Calculated:** The WinGAP calculated value of this Extra Feature will display in this field.
- **Override:** The Override Value represents an assigned value for the Extra Feature. An entry in this field overrides all WinGAP calculations for this Extra Feature.
- **MAV:** The MAV field holds the WinGAP generated Moratorium Appraised Value for the Extra Feature. The MAV value will appear in the field after the Apply button is clicked. Should this value need to be changed by the user, the MAV Button should be clicked to manually edit this value. The following should be noted when entering a value in this field:
 - Values keyed via the MAV Buttons are not monitored
 - Keyed MAV values are permanent only for that screen session
 - Any future changes to the property could modify MAV
- **Last Calc:** If a change is made to any of the Extra Feature information that affects the value, the Last Calc field will display the previous calculated Extra Feature value, and the Calculated value field will display the new calculated value. However, once the Apply Button is clicked and the user remains on the Extra Features Form, or clicks the OK Button and leaves the Form, the new Extra Feature value will display in both the Last Calc and Calculated value fields on the Extra Features Form.

At the conclusion of entering information about the Extra Feature, the user should click the **Apply Button** at the bottom of the Extra Features Form to make sure that all data entry for the new Extra Feature is saved, as shown below. The Extra Feature that was added will appear in the list box at the upper left of the Form.

WinGAP - Commercial Extra Features : G07 00 107

Accessories AccKey: 10148

Description	C/S	Dim1	Dim2	Value
CANOPY		30 x	50	23909

Comments:

Appraiser:

Photo Edit History

Cancel New Delete Apply OK

Description

CANOPY

Width 30

Length 50

Calc Area 1,500

OVR Area/Units 0.00

Identical Units 0

Year Built: 2008

Rank Average

Phy Depr Ovr 0.00

Func Obsl 1.00

Other 1.00

Calc Depr 0.99

Econ Obsl 1.00

Perc Comp 1.00

Neighborhood: 1.00

Value

Calculated 23,909

Override 0

MAV 23,909

Last Calc 23,909

Photo Button

Digital photos of this Extra Feature can be attached by clicking on the **Photo Button**. These procedures are discussed in the WinGAP Photo Module section of this manual.

Editing an Extra Feature

An Extra Feature can be edited by clicking on the desired item in the list box on the Extra Features Form, clicking on the appropriate field and changing the data, then clicking the **Apply** Button.

Deleting an Extra Feature

An Extra Feature can be deleted by clicking on the desired item in the list box on the Extra Feature Form, then clicking the **Delete** Button at the bottom of the Form. The message "Are you sure you want to delete this record?" will appear. Clicking the **Yes** Button will delete the record; clicking on the **No** Button will cancel the deletion of the record.

Exiting the Commercial Extra Features Form

When Extra Features data entry is completed, the user leaves the Form by clicking the **OK** Button, returning to the Commercial Improvements Form. The WinGAP calculated Extra Feature Value (or Override Values, if used) for all Extra Features on this Improvement will display in the Extra Features field and the Extra Features Value will be included in the Section Value and the Improvement Value fields, as seen below. The total MAV for all Extra Features will display in the Extra Features MAV field, and the Extra Features MAV will be included in the Section MAV for the Commercial Improvement.

WinGAP - Commercial Improvements - 1 of 1

Improv No: 1 Section No: 1 Imp: 1 Sec: 1 Key: 529 1590 : GEN MDSE STORE

Parcel No: G07-00-107- Const Type: Masonry Load Bez Area: 3,750

Class: Commercial Life Exp: 45 Sch LE: 45 Perimeter: 250

Strat: Improvement Wall Hght: 16 Story Height: 1.0 Story

Used As: GEN MDSE STORE Year Built: 2008 Common Wall: 0

Built As: GEN MDSE STORE Eff YR Built: Section Area: 3,750

Total Bldg Area: 3,750

Value Adjustments

Grade:	115
Phy Dep:	0.99
Phy Dep Ovr:	0.00
Econ Obsl:	1.00
Func Obsl:	1.00
Other Fact:	1.00
Pct Comp:	1.00
Neighborhood:	1.00

Value Information

		MAV
Structure	205,613	205,613
Extra Features	23,909	23,909
Identical Units	1	
Section	229,522	229,522
Override	0	
Imp Value	229,522	
Ovr Rsn:		
Ovr Date:	/ /	
Last Calc	205,613	

Plumbing (Descriptive Only)

One Fixture	0	Bath/Kitchen	0
Two Fixture	0	1.5 Bath/Kitchen	0
Three Fixture	0	2 Bath/Kitchen	0

Comments

State Homestead ☐

House No: 0 Ext: Dir: Units: Street Name: Type: Quad: Appraiser:

Buttons: Edit History, Cancel, New, Delete, Apply, OK

The Extra Features Button can be clicked to return to the Extra Features Form if further changes or additions are needed.

Commercial Improvements Calculation Summary Form

The Commercial Improvements Calculation Summary Form (hereafter called the **Commercial Pricing Form**) is reached by clicking on the **Pricing** Button in the center of the **Commercial Improvements Form**. The Pricing Form displays important summary Points and Value information for each Improvement/Section on the Parcel. If a Parcel has multiple Improvements/Sections, you must click the **Apply** Button after selecting each Improvement/Section before you click the Points Button in order for the Points and Values information for that Improvement/Section to display.

This section will be written at a future date.

The image shows a software window titled "WinGAP - Commercial Pricing". It contains three columns of input fields and calculated values. The first column lists general building information, the second lists construction details, and the third lists valuation factors. A "Done" button is located at the bottom right.

Field	Value	Field	Value	Field	Value
Used As Code:	1100	Foundation	0.00	Grade	100
Built As Code	1590	Wall Framing	0.00	Phy	0.89
Building Type	015	Exterior Walls	0.00	Ovr Phy	85972
Depr Year	1998	Roof Framing	0.00	Econ	1.00
Base Cost	50.00	Roof Cover	0.00	Func	1.00
Point Cost	100.00	Floor Construction	0.00	Other	1.00
Area	2285	Floor Finish	0.00	% Complete	1.00
Perimeter	208	Interior Walls	0.00	Neighborhood	1.00
Story Height Factor	1.0000	Ceiling Finish	0.00	Total Structure Points	58.21
Wall Height	1.00	Wiring	0.00	Structure RCN	143292
Area / Perimeter	1.08	Lighting	0.00	Structure Value	114634
Construction Cost	1.40	Heat / AC	4.50	Extra Feature Value	1768
Used As Modifier	0.770000	Total Adds	4.50	FMV	85972

Done

Accessories Form

The Accessories Form is used to add, edit, or delete any Accessory Improvements on the Parcel. The **Acc Imp** Button to the left of the **Acc Imp** FMV and MAV fields on the **Real Property General Information Form** is used to access this Form, as seen below.

WinGAP - Real Property General Information - PATTON SAM : G07 00 098

<< Top < Prev Next > End >> Account Number 336 Duplicate ☐ Notice ☐ Special District

PIN (1) G07 -00 -098 - Tax District 02 - Gray

Alt PIN Asmt Reason

Street Information

House #	Ext	Dir	Units	Street Name
0				

Type	Quad	Latitude	Longitude	Zip Code
				-

Property Information

LL 29 LD 9 GMD Zoning

Legal : HWY 129 ALL FARM SALES DB 148/553 LL-29 LD-9

Neighborhood Gray

Lendor Total Acres 0.76

Subdivision

Lot Blk Sec Phse

Exemption Information

Homestead S0 HS App Date / /

Covenant

Floating Homestead

Original	0
Current	0
State HS Val	0
BOE Value	0
BOE Year	0

Values

Previous	246,808	Edit
Current	246,808	
Return	0	
Curr-MAV	246,808	
Prev-MAV	246,808	Edit

History

2000	92,999
0	0
0	0

PIN History

Future

New Owner

Transfer Items

Transfer

Sales

Permits

Appeals

Dup Items

Income

Map It

Documents

Edit Information

Data Entry Edit History

Review / /

Appraiser

Alternate

Comments

G04 00 079

Help Cancel Delete New Apply OK

If one or more Accessory Improvements exist on the Parcel, the **Acc Imp** button on the Real Property General Information Form will have a number on it in parentheses, such as (1) in the example above, and clicking this button takes the user to the first Accessory Improvement on the Parcel, as seen on the top of the next page. There is no limit to the number of Accessory Improvements that a Parcel can have.

A discussion of all fields on the Accessories Form follows. The field sequence is the same as when adding a **New** Accessory Improvement record. As on most data entry forms in WinGAP, the **New** Button must be clicked first to add an Accessory record.

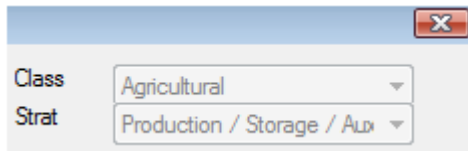
At the conclusion of entering information about the Accessory, the user should click the **Apply** Button at the bottom of the Accessories Form to make sure that all data entry on the Form is saved before adding another Accessory Improvement or exiting the Form to do other tasks. The **OK** Button may be clicked without first clicking **Apply** if the user has concluded all data entry for the Improvement/Section and does not wish to perform other tasks on this screen.

NOTE: If the user is adding multiple accessories, the **New** button must be clicked to add the additional accessory items after the previous accessory's data entry is complete and the **Apply** button has been clicked to save the data.

At the upper left of the Accessories Form are the Parcel Number and Accessory Key fields.

- **Parcel Number:** The Parcel Number is displayed at the upper left of the Accessory Form. This field is not accessible to the user.
- **AccKey:** Immediately to the right of the Parcel Number, the AccKey, or Accessory Key, is displayed. The Accessory Key is created by WinGAP for each new Accessory Improvement that is added, This field is not accessible to the user.

At the upper right of the Accessories Form are the Digest Class and Digest Strat fields.

A screenshot of a software window titled 'Accessories' with a close button (X) in the top right corner. Inside the window, there are two dropdown menus. The first is labeled 'Class' and has 'Agricultural' selected. The second is labeled 'Strat' and has 'Production / Storage / Aux' selected.

- **Class:** The Digest Classification for the Accessory Improvement, such as Agricultural. The Class field for a new Accessory Improvement will default to Agricultural ("A") if the Land Digest Class is "A", "V", "P" or "W"; it will default to Residential ("R") if the Land Digest Class is "R"; it will default to Commercial ("C") if the Land Digest Class is "C"; it will default to "I" if the Land Digest Class is "I"; and it will default to the Land Digest Class if the Land Digest Class is "E". The user can change from the default Class, if necessary, and select from the 12 possible Class choices by
 - keying the first letter of the Class, or
 - clicking on the combo box to select the Class, or
 - pressing the Down Arrow to select the Class.

NOTE: If an Accessory Improvement is added or edited and assigned a Digest Class of Conservation Use a message will appear, seen below, reminding the user to proceed to the Conservation Use form (reached from the Land Information form) where the new accessory value can be included in the total CU value and all value change limits can be monitored.



- **Strat:** The Digest Stratification for the Accessory Improvement, such as Production/Storage. The Strat field for a new Accessory Improvement will default to 6, unless the Land Class is "R", "C". or "I", in which case the Strat will default to "1", unless the Land Digest Class is "E", in which case the Strat will default to the Land Digest Strat. As in Class, the user can change from the default Strat, if necessary, and select from the 5 possible Strat choices by
 - keying the first letter of the Strat, or
 - clicking on the combo box to select the Strat, or
 - pressing the Down Arrow to select the Strat.

Description section

Description	
<div></div>	
Width	0
Length	0
Calc Area	0
OVR Area/Units	0.00
Identical Units	0
Year Built:	2008
Grade:	100
Phy Depr Ovr	0.00
Func Obsl	1.00
Calc Depr	1.00
Perc Comp	1.00
Neighborhood:	1.00

- **Description:** Clicking on the combo box in the Description field produces a list of items from the Accessory Building Schedule. An item from this schedule **MUST** be selected in order to add an Accessory Improvement. The user can:
 - key the first letter of the item name, such as "G" in "Grain Bin Holding", and be taken to the first item in the schedule that begins with that letter or
 - click on the combo box arrow and scroll down or up or
 - press the Down Arrow key or the Page Down key

The correct item should then be highlighted, and can be selected by either hitting Enter or clicking with the mouse to insert the Accessory Name in the field. The Accessory items that display in the list are based upon those set up in the Accessory Building Schedule found in **Tools >> Schedules / Tables >> Accessories >> Building Schedule**. **NOTE:** at the present time, it is not possible to add a new item to the schedule when adding an Accessory Improvement to the Parcel.

- **Width:** In most cases, particularly when the Accessory Improvement is valued by the square foot, the width of the Accessory Improvement, in feet, is entered in this field. When the Accessory is valued by the unit or lump sum method, the number entered in the Width field will depend on how the Accessory Schedules are set up. For example, the number can represent the height, such as a Grain Storage Bin. In the case of a Fence or Driveway, 0 (zero) may be entered.
- **Length:** As in the Width field, particularly when the Accessory Improvement is valued by the square foot, the length of the Accessory Improvement, in feet, is entered in this field. When the Accessory is valued by the unit method, the number entered in the Width field will again depend on how the Accessory Schedules are set up. For example, the number can represent the diameter (a Grain Storage Bin), the height (a Fence), or the depth or thickness (a Driveway).
- **Calc Area:** If the length and width of the Accessory Improvement are entered and the user Tabs to the Ovr Area/Units field, WinGAP will calculate the area and place the value in this field. The Calculated Area field is not accessible to the user.
- **OVR Area/Units:** If the Accessory Improvement is an odd-shaped structure, not square or rectangular, the appraiser calculated area can be keyed in this field. When the Accessory Improvement is valued by the lump sum method, the number entered in this field will depend on the manner in which the Accessory Lump Sum Schedules are set up. For example, the number may represent the length of a Fence or Driveway, or the quantity of an item present on a parcel such as grain bins or feed tanks. The field will accept two decimal places.
- **Identical Units:** The number of Identical Units of this particular Accessory Improvement is keyed here. If other Accessory Improvements on the Parcel are identical to the one being added, the total number of Identical Units is keyed here, rather than adding another Improvement. For example, if there are 3 Barns of

identical size, year built, and grade on the Parcel, than 3 would be keyed in the Identical Units field. The default is 0, and should remain that for a single Accessory Improvement.

- **Year Built:** If known, the year the Accessory Improvement was built is entered in this field. The Year Built field defaults to the system year minus one year. If the year built is not known, a value of 1900 should be keyed.
- **Grade:** The Grade is a numerical assignment representing the quality of materials and workmanship for the Accessory Improvement. The appraiser is responsible for assigning the Grade, and the range can be from 1 to 999. No decimal is used in data entry. The Grade is used in calculating the Physical Depreciation Factor of the Improvement.
- **Phy Depr Ovr:** The Physical Depreciation Override field is used to override the calculated Physical Depreciation performed by WinGAP. The field defaults to 0.00 (zero) and should remain at this value unless the appraiser wishes to apply a set Physical Depreciation for the Accessory Improvement.
- **Func Obsl:** Functional Obsolescence is a numerical assignment representing the appraiser's judgment of the % good with regards to Functional Obsolescence. For example, an Accessory determined by the appraiser to have functionally depreciated by 20% would be 80% good, and .80 would be keyed in the Func Obsl field. The range can be from .01 to 9.99. The default is 1.00. There must be an entry in the Functional Obsolescence field. A value of 0.00 will result in a zero improvement value.
- **Calc Depr:** The WinGAP calculated Physical Depreciation for the Accessory Improvement displays in this field. It is based upon the Grade and the Year Built. The Physical Depreciation will display even if there is an entry in the Phy Depr Ovr field. The Calc Depr field is not accessible to the user.
- **Perc Comp:** The Percent Complete field represents the % completed status of the Accessory Improvement. If construction on the Accessory Improvement is finished, it is 100% complete. If it is not 100% completed, the value keyed in this field is the appraiser's determination of how complete the structure of the Accessory Improvement is. The range can be from .01 to 1.00. The default is 1.00. There must be an entry in the Percent Complete field. A value of 0.00 will result in a zero improvement value.
- **Neighborhood:** The Neighborhood factor is used to produce the Calculated Value of the Accessory Improvement. The Neighborhood factor that displays in this field is determined by two items: 1) the Neighborhood for the Parcel, as selected on the Real Property General Information Form; and 2) the factor for the Accessory Improvement for this particular Neighborhood, as defined in the Neighborhood Schedule ([Tools >> Schedules / Tables >> Neighborhoods](#)). If no Neighborhood is defined, a 1.00 will display as the factor. As discussed on the Real Property General Information Form and in [Tools >> Schedules / Tables >> Neighborhoods](#), Neighborhood factors can be applied against Commercial Improvements, Urban Land, Rural Land, Commercial Improvements, and Accessory Improvements. The value represents percent good and is multiplicative. **Example:** if the Neighborhood factor for Accessory Improvements for this Parcel's Neighborhood is 1.10, the Calculated Value of any Accessory Improvements will be 110% of the WinGAP calculated value prior to applying the Neighborhood factor. The Neighborhood factor can range from .01 to 9.99.

Value section

Value	
Calculated	0
Override	0
MAV	0
Last Calc	0

- **Calculated:** The WinGAP calculated value of this Accessory Improvement will display in this field.
- **Override:** The Override Value represents an assigned value for the Accessory Improvement. An entry in this field overrides all WinGAP calculations for this Accessory.
- **MAV:** The MAV field holds the WinGAP generated Moratorium Appraised Value for the Accessory Improvement. The MAV value will appear in the field after the Apply button is clicked. Should this value need to be changed by the user, the MAV Button should be clicked to manually edit this value. The following should be noted when entering a value in this field:
 - Values keyed via the MAV Buttons are not monitored
 - Keyed MAV values are permanent only for that screen session
 - Any future changes to the property could modify MAV

- **Last Calc:** If a change is made to any of the Accessory Improvement information that affects the value, the Last Calc field will display the previous calculated Accessory value, and the Calculated value field will display the new calculated value. However, once the Apply Button is clicked and the user remains on the Accessories Form, or clicks the OK Button and leaves the Form, the new Accessory Improvement value will display in both the Last Calc and Calculated value fields on the Accessories Form.

Comments / Appraiser section

The screenshot shows a form section with a large text area labeled 'Comments:' at the top. Below the text area is a label 'Appraiser' followed by a dropdown menu. To the right of the dropdown are two buttons: 'Photo' and 'Edit History'.

From the Values section of the Form, the user is taken to the Comments section, where unlimited comments about the Accessory Improvement can be entered. From the Comments field, the user is taken to the Appraiser field, where the Accessory Improvement field appraiser can be selected from the Appraiser combo box, or the Appraiser's name can be keyed into the combo box field.

State Homestead Checkbox

The screenshot shows a single checkbox labeled 'State Homestead'.

- **State Homestead:** If the Accessory Improvement qualifies for the State Homestead Exemption, a checkmark should be placed in this checkbox, located on the lower left of the Accessory Improvements form. The checkbox will not be enabled unless the Homestead Code assigned to this parcel has been designated as a State Homestead. The value of all Accessory Improvements on the parcel designated for the State Homestead will be summed and placed in the field in Realprop called statehsval. If the parcel is less than or equal to 10 acres, the value of the land will be added to the homestead improvement total and placed in the statehsval field. If the parcel is greater than 10 acres, a per acre value will be obtained (land value divided by total acres) and multiplied by 10 to obtain the land value eligible for the new State Homestead. The flags and values will be passed to the digest vendors for processing the exemption. Procedures are in place to remove flags and value when the homestead is changed to a code that is not designated as 65 and Older State Homestead Code.

At the conclusion of entering information about the Accessory Improvement, the user should click the **Apply** button at the bottom of the Accessories Form to make sure that all data entry for the new Accessory is saved. The Accessory Improvement that was added will appear in the list box at the upper left of the Form, as seen on the next page.

WinGAP - Accessories : J11 00 038

J11 00 038 AccKey: 10149 Class: Agricultural Strat: Production / Storage / Aux

Description	C/S	Dim1	Dim2	Value
Barn	A6	150 x	75	79380

Comments:

Appraiser:

State Homestead: ☐

Photo Edit History

Cancel New Delete Apply OK

Description

Barn

Width: 150

Length: 75

Calc Area: 11,250

OVR Area/Units: 0.00

Identical Units: 0

Year Built: 2008

Grade: 100

Phy Depr Ovr: 0.00

Func Obsl: 1.00

Calc Depr: 0.98

Perc Comp: 1.00

Neighborhood: 1.00

Value

Calculated: 79,380

Override: 0

MAV: 79,380

Last Calc: 79,380

Photo Button

Digital photos of this Accessory Improvement can be attached by clicking on the **Photo Button**. These procedures are discussed in the WinGAP Photo Module section of this manual.

Editing an Accessory Improvement

An Accessory Improvement can be edited by clicking on the desired item in the list box on the Accessories Form, clicking on the appropriate field and changing the data, then clicking the **Apply** Button.

Deleting an Accessory Improvement

An Accessory Improvement can be deleted by clicking on the desired item in the list box on the Accessories Form, then clicking the **Delete** Button at the bottom of the Form. The message "Are you sure you want to delete this record?" will appear. Clicking the **Yes** Button will delete the record; clicking on the **No** Button will cancel the deletion of the record.

Exiting the Accessories Form

When Accessory Improvement data entry is completed, the user leaves the Form by clicking the OK Button, returning to the Real Property General Information Form, as seen on the next page. The WinGAP calculated Accessory Improvement FMV (or Override Values, if used) for all Accessory Improvements on this Parcel will now display in the Acc Imp FMV field, and the total MAV for all Accessories will display in the Acc Imp MAV field. The Acc Imp Button to the left of these value fields can be clicked to return to the Accessories Form if further changes or additions are needed.

WinGAP - Real Property General Information - MILLER CAULDER E : J11 00 038

<< Top < Prev Next > End >> Account Number 8881 Duplicate ☒ Notice ☐ Special District

PIN (1) J11 -00 -038 - Tax District 01 - Unincorporated

Alt PIN Asmt Reason New Accessory Improvement Added.

Street Information

House #	Ext	Dir	Units	Street Name
0				

Type	Quad	Latitude	Longitude	Zip Code
				-

Property Information

LL 156 LD 10 GMD Zoning

Legal : LL 156 LD 10 HWY 129 DB 193/673 PB 7/181

Neighborhood

Lendor Total Acres 92.98

Subdivision

Lot Blk Sec Phse

Exemption Information

Homestead S0 HS App Date / /

Covenant

Floating Homestead

Original	0
Current	0
State HS Val	0
BOE Value	0
BOE Year	0

Values

Previous	72,411	Edit
Current	151,791	
Return	0	
Curr-MAV	151,791	
Prev-MAV	72,411	Edit

History

2000	51,237
0	0
0	0

PIN History

	FMV	MAV
Land (1)	72,411	72,411
Res Imp	0	0
Com Imp	0	0
Acc Imp (1)	79,380	79,380

Edit Information

Data Entry Nologin Edit History

Review / /

Appraiser

Alternate

Comments J90 00 001

Future
New Owner
Transfer Items
Transfer
Sales
Permits
Appeals
Dup Items
Income
Map It
Documents

Cancel Delete New Apply OK

Future Year

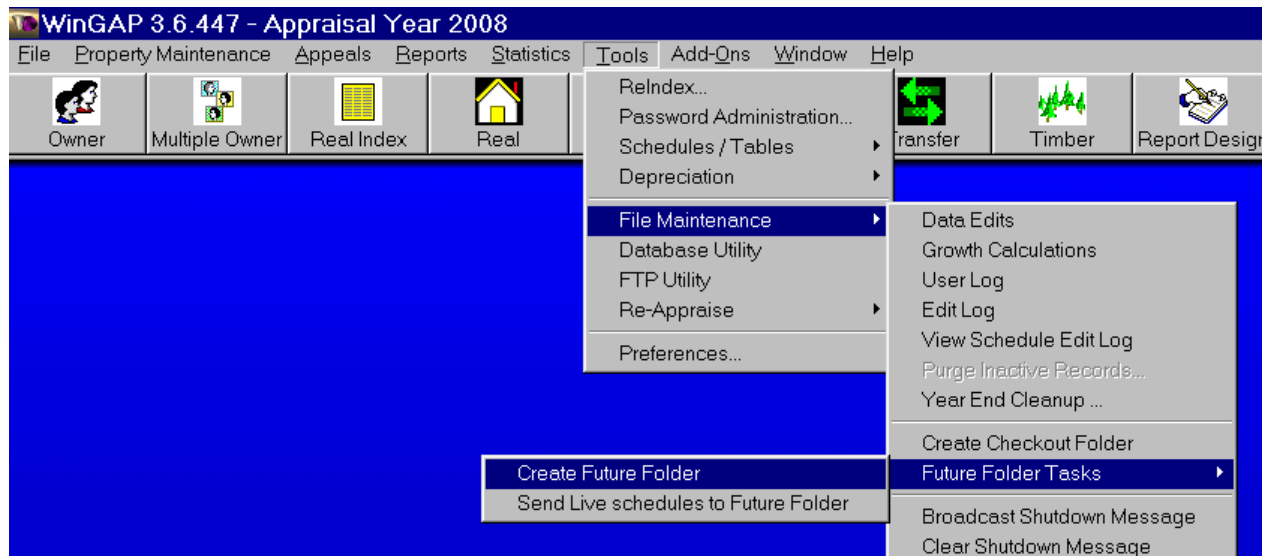
The WinGAP Future Year module is designed to allow the user to modify real and personal property characteristics with the intent of the changes being incorporated in the next year's digest during Yearend Cleanup. Future Year is a much expanded New Owner module. All aspects of the property, name, address, land, structures, account items, etc can be modified. New parcels or splits and personal property accounts can be created. The next year's digest data can be worked as the information is presented without having to wait until the current digest is closed out. Future Year would not be used except in some very rare situations until after January 1 of the current year's digest.

For example, on December 15, 2007, a county has completed a Year-end Cleanup for the 2007 digest and is now working on the 2008 digest. After January 1, 2008 the county may begin working deeds and creating splits in the Future Year for transactions that have been recorded after January 1 and should appear on the 2008 digest. Any new construction that is completed after January 1 and picked up in the field prior to the completion of the 2008 digest can be added through Future Year. Personal Property changes that are picked up during the return period and are not to appear on the 2008 digest can be taken care of in Future Year.

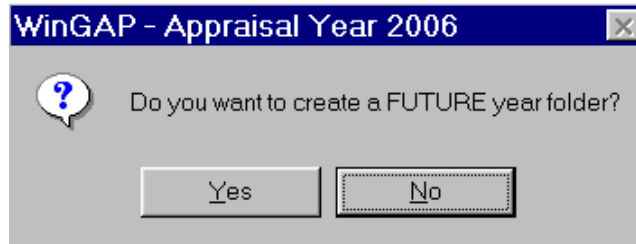
With the exception of Prebilled Manufactured Homes, Timber and pricing schedules, Future Year is a complete and fully functional appraisal year with its data found in a Future subfolder within the current appraisal year folder. Only the parcels and accounts that have been modified for the next year's digest will be found in Future Year. Information and data associated with Future Year parcels and accounts will override or take precedent over data in the current year with the exception of New Owner. The user is warned of any situation when information is modified in the current year and the parcel or account exists in the future year. If a Future Year is created and after such, changes are made to pricing schedules for the current year, the appraiser should contact their DOR representative for assistance since Future Year pricing schedules cannot be accessed.

Future Year Setup

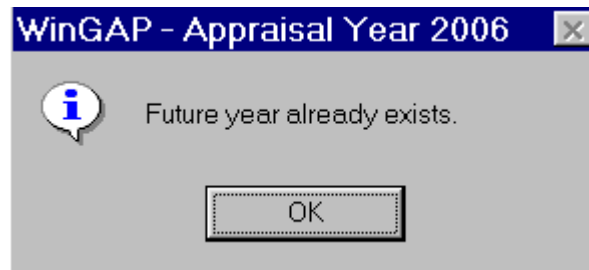
The process of working Future Year begins by creating a future year folder. The creation of the future year folder is accomplished by going to **Tools >> File Maintenance >> Future Folder Tasks >> Create Future Folder**, as seen below.



The setup of the Future Year is done only once in a digest year. All users with the exception of the user setting up the year should be out of WinGAP. The process will take only 5 to 10 minutes to complete. Clicking on the Create Future Folder option produces the message shown at the top of the next page.



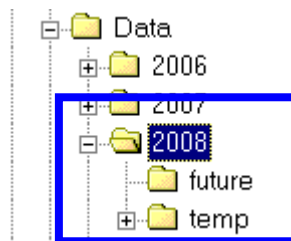
The "No" option will return the user to the main WinGAP Screen. If the "Yes" button is clicked to proceed, and the Future Year exists and an attempt is made to setup another future folder, the user is warned with the following message:



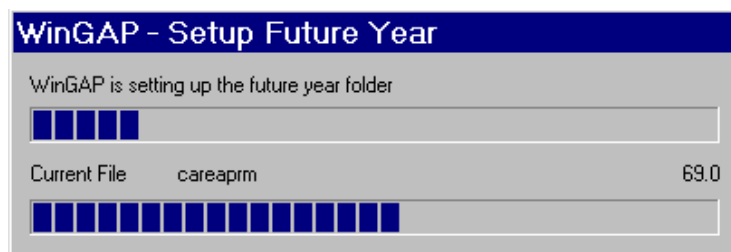
Creating the Future Year

Otherwise, the user may proceed with the creation of the Future Year. The setup of the Future Year involves the following:

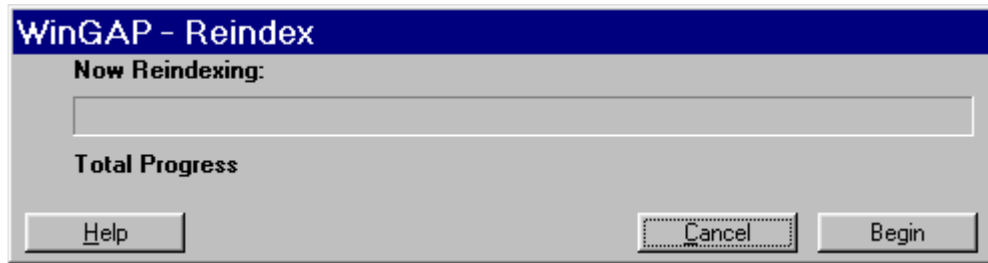
- ❑ WinGAP will create a folder named "future" within the current appraisal year folder as shown below.



- ❑ Data files containing no records are copied to the future folder, and
- ❑ Schedule files are copied intact.



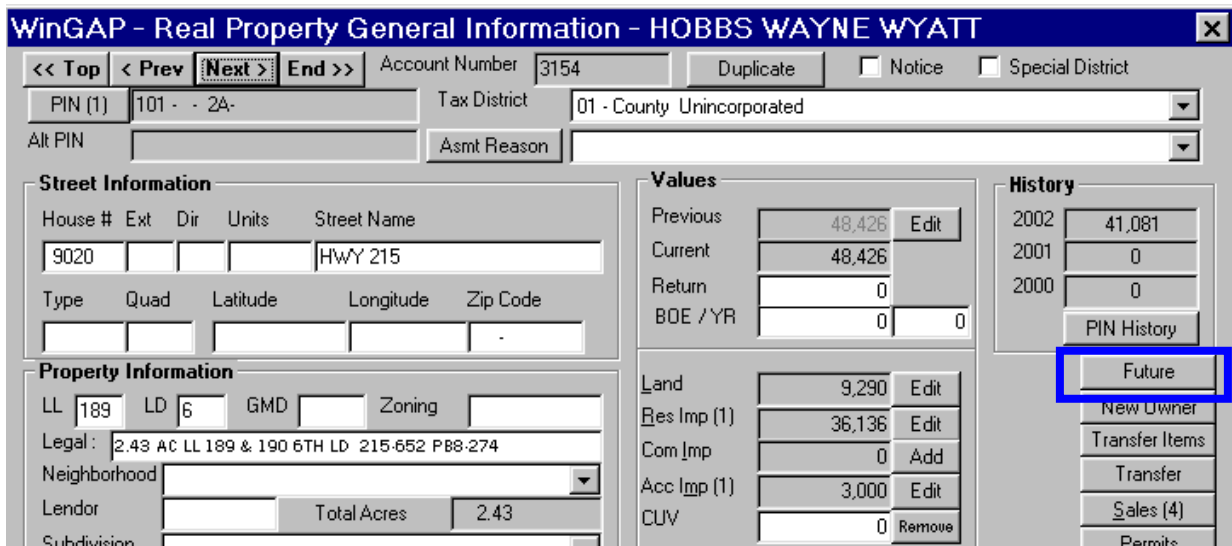
- ❑ A reindexing of the future data takes place. (User must click **Begin**)



The dialog box is titled "WinGAP - Reindex". It contains a section labeled "Now Reindexing:" with an empty text field below it. Below that is a label "Total Progress" followed by another empty text field. At the bottom, there are three buttons: "Help", "Cancel", and "Begin".

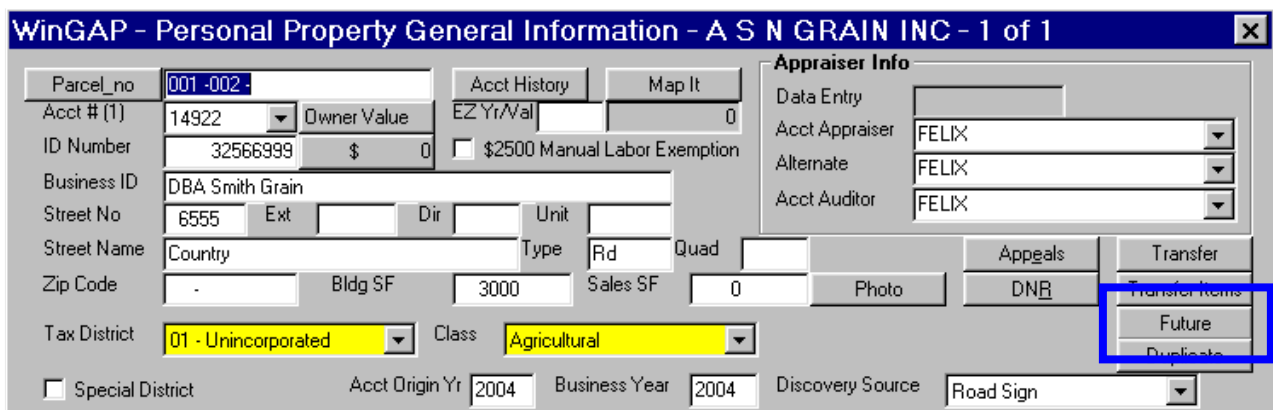
After the initial setup, the only data present in Future are the schedules. Real and/or personal property data is added to Future from the General Information screens by clicking the **Future** button. The location of the **Future** button on the Real and Personal screens is shown on the following page.

Real Property General Information



The screenshot shows the "WinGAP - Real Property General Information - HOBBS WAYNE WYATT" window. It has a menu bar with "<< Top", "< Prev", "Next >", and "End >>". Below the menu bar are fields for "Account Number" (3154), "Duplicate" checkbox, "Notice" checkbox, and "Special District" checkbox. There are also fields for "PIN (1)" (101 - - 2A-), "Tax District" (01 - County Unincorporated), "Alt PIN", and "Asmt Reason". The window is divided into several sections: "Street Information" (House #, Ext, Dir, Units, Street Name, Type, Quad, Latitude, Longitude, Zip Code), "Property Information" (LL, LD, GMD, Zoning, Legal, Neighborhood, Lendor, Total Acres, Subdivision), "Values" (Previous, Current, Return, BOE / YR, Land, Res Imp (1), Com Imp, Acc Imp (1), CUV), and "History" (2002, 2001, 2000, PIN History). A button labeled "Future" is highlighted with a red box in the History section.

Personal Property General Information



The screenshot shows the "WinGAP - Personal Property General Information - A S N GRAIN INC - 1 of 1" window. It has a menu bar with "Parcel_no", "Acct History", and "Map It". Below the menu bar are fields for "Acct # (1)" (14922), "Owner Value", "EZ Yr/Val", "\$2500 Manual Labor Exemption" checkbox, "Business ID", "Street No", "Ext", "Dir", "Unit", "Street Name", "Country", "Type", "Rd", "Quad", "Zip Code", "Bldg SF", "3000", "Sales SF", "0", "Photo", "Appeals", "DNR", "Transfer Items", "Future", and "Duplicate". There are also fields for "Tax District" (01 - Unincorporated), "Class" (Agricultural), "Special District" checkbox, "Acct Origin Yr" (2004), "Business Year" (2004), and "Discovery Source" (Road Sign). A button labeled "Future" is highlighted with a red box in the bottom right corner.

Clicking the **Future** button found on either screen will result in the parcel or account data being copied to the Future folder. However, before the process is completed, the user must respond with a **Yes** to the warning on the next page (the default response is **No**):

WinGAP - Personal Property General Information - AMIGOS RESTAURAN...

Do you want to create a FUTURE year item from this property?

Yes No

Notice Date: / /

Values: Current: 14 040 MEFF (1): 11 040 Edit

If a **Yes** response is made, the user is placed on the future parcel's or account's counterpart screen and is made aware that he/she is in the Future Year by a change in screen color from the default screen color to a gold color as shown below.

Real Property General Information (Future)

WinGAP - Real Property General Information - MORRIS EARL H

<< Top < Prev Next > End >> Account Number: 20 Duplicate Notice Special District

PIN (1): 001 -018 - Tax District: 01 - Unincorporated

Alt PIN: Asmt Reason:

Street Information

House #	Ext	Dir	Units	Street Name	Active
0				MORRIS ROAD	<input checked="" type="checkbox"/>

Type: Quad: Latitude: Longitude: Zip Code:

Property Information

LL: LD: GMD: Zoning:

Legal: 16.50 AC MORRIS RD

Neighborhood: Lendor: Total Acres: 16.50

Subdivision: Lot: Blk: Sec: Phse:

Exemption Information

Homestead: S0 HS App Date: / /

Pref YR: CUV YR: Hist YR: Hist Val: 0 EZ Yr: EZ Val: 0

Floating Homestead

Original: 0 Current: 0 State HS Val: 0

Values

Previous	Current	Return	BOE / YR
5,050	5,050	0	0

Land: 5,050 Res Imp: 0 Com Imp: 0 Acc Imp: 0 CUV: 0

Edit Information

Data Entry: DR Review: 06/30/1900 Appraiser: Alternate:

Comments:

Transfer Items: Transfer Sales Permits Appeals Dup Items Income Map It

Help Cancel Delete New Apply OK

WinGAP - Personal Property General Information - A S N GRAIN INC - 1 of 1									
Parcel No	001-002-		Acct History	Map It		Appraiser Info			
Acct # (T)	14922	Owner Value	EZ Yr/Val			Data Entry			
ID Number	32566999	\$	0	<input type="checkbox"/> \$2500 Manual Labor Exemption		Acct Appraiser		FELIX	
Business ID	DBA Smith Grain					Alternate		FELIX	
Street No	6555	Ext		Dir		Unit		Acct Auditor	
Street Name	Country		Type	Rd	Quad	<input checked="" type="checkbox"/> Active		Appeals	Transfer
Zip Code	-	Bldg SF	3000	Sales SF	0	Photo		DNR	Transfer Items
Tax District	01 - Unincorporated		Class	Agricultural		Duplicate			
<input type="checkbox"/> Special District	Acct Origin Yr	2004	Business Year	2004	Discovery Source	Road Sign			
Contact Information					NAICS				
Bus No	() -		111190 - Other Grain Farming						
Home No	() -		Comments						
Fax No	() -								
Email:									
Web Url									
Person									
Process Status					Values				
<input type="checkbox"/> Notice	Notice Date	/ /			Current	0	MEFF	0	Add
<input type="checkbox"/> Return Filed	Filing Date	/ /			Previous	0	Tax Invn	0	Add
<input type="checkbox"/> P.O. Returned	Reason				Last Edited	0	FP Invn	0	Add
<input type="checkbox"/> Estimated Value	Notice Value	0			Return	0	Boat	0	Add
<input type="checkbox"/> Audit	Audit Date	/ /			Penalty	0	Aircraft	0	Add
<input type="checkbox"/> No PT50	Audit Info				Leased Equipment		Other	0	Add

- ❑ An exact replication of the data associated with the parcel or account where **Future** was clicked is added to the data files in future.
- ❑ A mini-yearend cleanup is performed on the data (current value is moved to previous value, history is updated, flags are reset, COA reasons are cleared, etc)
- ❑ The user is placed in the Future Year where modifications can be made.

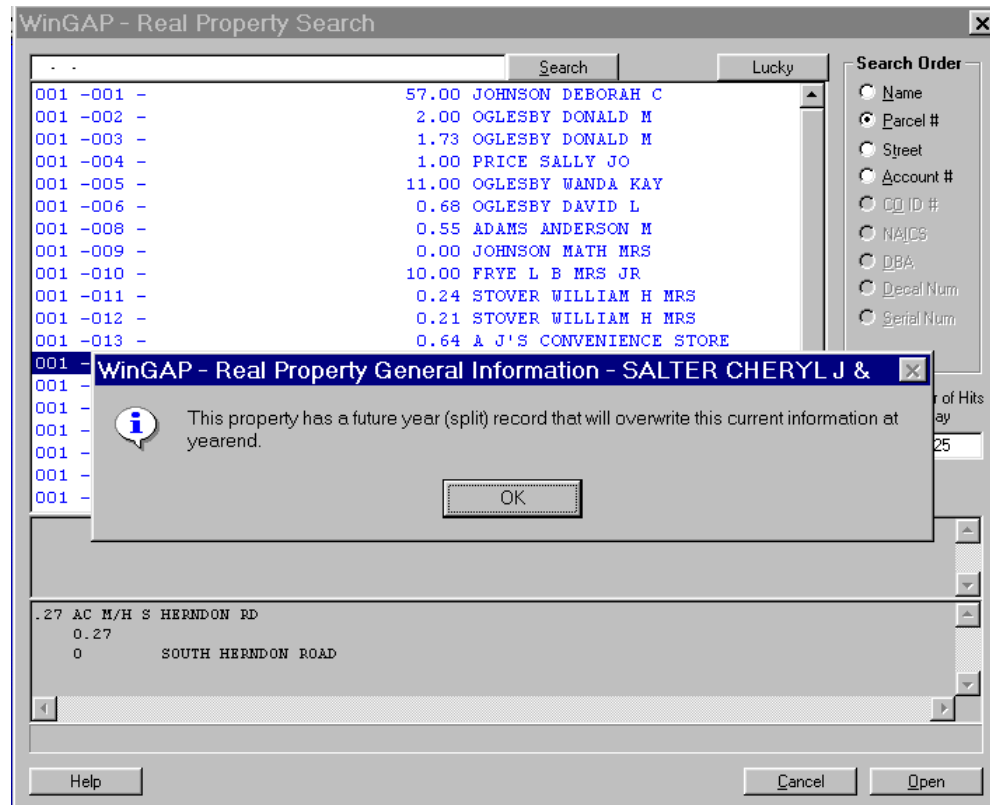
Note: The **Cancel** button on the Future Year General Information form does not negate the creation of the future parcel or account. Do not use Cancel in an effort to remove a parcel or account errantly created. If the parcel or account should be removed, the user must delete the parcel or account. However, caution should be exercised in the deletion process. Deleting at the parcel/account level will remove the parcel/account and all of its property components but will not remove the owner. If just the parcel/account is to be removed, the user can click Delete and the process is complete. If the owner and associated parcel/account are to be removed, the user should perform the delete from the Owner screen in the following manner:

- 472

- ❑ **Locate the owner and click Delete (this will delete the owner and all parcels/accounts assigned to that owner in the future year. It will not impact the current year data at that time nor at Yearend Cleanup.**

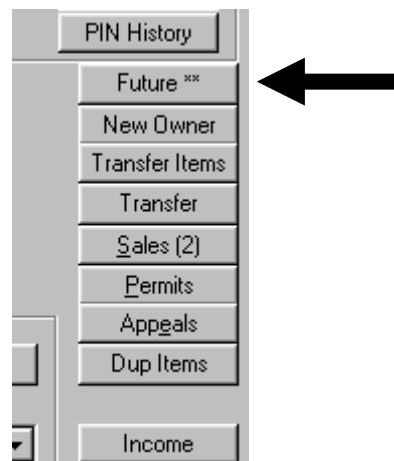
Accessing a Parcel / Account that has a Future record

Any time a Parcel / Account that has a Future record is searched for and opened, the user will receive the following message:



Double Asterisk

Once the General Information form for that Parcel / Account is accessed, a double asterisk (**) will display on the **Future** button, and the user is prompted to the fact that there is a future entry for this parcel/account.



Message after Clicking Apply / OK

The screenshot shows the 'WinGAP - Real Property General Information - SALTER CHERYL J &' window. It contains several sections: 'Street Information' with fields for House #, Ext, Dir, Units, Street Name, Type, Quad, Latitude, Longitude, and Zip Code; 'Values' with Previous, Current, Return, BOE / YR, and Land values; 'History' with a table of years and values; 'Property Information' with LL, Legal, Neighbor, Lendor, Subdivisi, and Lot fields; 'Exemption Information' with Homestead, Pref YR, CUV YR, Hist YR, Hist Val, EZ Yr, and EZ Val fields; and 'Floating Homestead' with Original and Current values. A message box is overlaid on the 'Property Information' section, stating: 'This property has a future year (split) record that will overwrite this current information at yearend.' The message box has an 'OK' button. The bottom of the window has buttons for Help, Cancel, Delete, New, Apply, and OK.

When exiting the General Information form for the Parcel / Account, the above message is displayed to remind the user that a future parcel/account exists and that the data associated with the parcel/account will overwrite existing data (New Owner is an exception).

Extremely Important

It is the user's responsibility to maintain data in both the current and future. If a change is made to the current data and a future counterpart exists, the user will also need to make the same modification to the future data if the modification is to be included in the next year's digest

General Access to Future Year Data

After the Future Year is setup, the user can access the future data from the current year by three methods:

- ❑ Using the **Future** button on the General Information screen
- ❑ Using the menu option of Property Maintenance >> Future Year
- ❑ Pressing Ctrl + F when on the WinGAP main screen

All three methods will put the user in a position to edit, delete and add property information. When the Future Year editing is completed, the user can return to the current appraisal year data or any other appraisal year data by:

- ❑ Using the menu option File >> Select Appraisal Year, selecting the desired year from the drop-down list and clicking **Open**
- ❑ Or, by pressing Ctrl + Y when sitting on the WinGAP Future Year main screen, selecting the desired year from the drop-down list and clicking **Open**

Accessing Future Year Data with Future Button

Accessing the future year from the General Information screen will create a copy of the property's data in the future year if the parcel or account does not exist in the future folder. Accessing future data in this manner restricts the user to the parcel or account data from which the Future Year was accessed and any new parcel or account that is created from the parent.

If the parcel or account does exist, the user will be taken directly to the property. The **Future** button, below, will have double asterisks if the parcel or account exists in the future folder.



The data can be modified in the same manner as such is done in the current year. A new parcel (split) or new account, new improvements, new personal property items and sales can also be added.

Accessing Future Year Data with Ctrl + F or Menu

Pressing Ctrl + F when on the WinGAP main screen or using the menu option, **Property Maintenance >> Future Year** places the user on the Future Year main screen as shown on the next page.



From this screen, the user has the same functionality as is provided from the current appraisal year main screen. Properties can be searched and edited in the same fashion. Returning to the current appraisal year or any other appraisal year can be accomplished by going to **File >> Select Appraisal Year** or pressing Ctrl + Y and selecting the appropriate year.

Editing Future Year Data

As mentioned above, the editing of data is handled in the same fashion as in the current appraisal year:

- ☐ Property can be transferred and duplicated
- ☐ Improvements and account items can be transferred

However, the parcel or account receiving the transferred improvement or item must be in the future data set before the process can be completed.

During the process of transferring or duplicating property, the user must identify the owner that will be receiving the property. If the receiving owner does not exist in the future data set, the user has two options:

- ☐ Create a new owner
- ☐ Transfer the property to an owner existing in the current appraisal year

The creation of a new owner during Transfer or Duplicate involves the same steps as those used in the current year processing of Transfers and Duplications. In the case of a Property Transfer, the Transfer button on the Future Year Real Property General Information form should be clicked, as seen on the next page.

WinGAP - Real Property General Information - MORRIS EARL H

<< Top < Prev Next > End >> Account Number 20 Duplicate ☐ Notice ☐ Special District

PIN (1) 001 -018 - Tax District 01 - Unincorporated

Alt PIN Asmt Reason

Street Information

House #	Ext	Dir	Units	Street Name	Active
0				MORRIS ROAD	<input checked="" type="checkbox"/>

Type Quad Latitude Longitude Zip Code

Property Information

LL LD GMD Zoning

Legal: 16.50 AC MORRIS RD

Neighborhood

Lendor Total Acres 16.50

Subdivision

Lot Blk Sec Phse

Exemption Information

Homestead S0 HS App Date / /

Pref YR

CUV YR

Hist YR

Hist Val 0

EZ Yr

EZ Val 0

Floating Homestead

Original 0

Current 0

State HS Val 0

Values

Previous	5,050	Edit
Current	5,050	
Return	0	
BOE / YR	0	0

History

2007	5,050
2006	5,050
2005	5,050

PIN History

Land 5,050 Edit

Res Imp 0 Add

Com Imp 0 Add

Acc Imp 0 Add

CUV 0 Remove

Edit Information

Data Entry DR Edit History

Review 06/30/1900

Appraiser

Alternate

Comments

Transfer Items

Transfer

Sales

Permits

Appeals

Dup Items

Income

Map It

Help Cancel Delete New Apply OK

The Add New Owner button is clicked to access the New Owner form in Future.

WinGAP - Property Transfer

Current Owner SALTER CHERYL J & Select

REAL 001 013A .27 AC M/H S HERNDON RD 0.27 1 0 SOUT

Include All Include Remove Remove All

New Owner Select Add New Owner

Help Cancel Apply OK

If the New Owner does not exist in either the Future Year or the Current Appraisal Year

After the owner screen is accessed, the **New** button is clicked and information is added. Clicking Ok on the New Owner Form will save the New Owner in the Future Year and return the user to the Transfer form, where the property can be transferred.

The image shows the 'WinGAP - Owner Information' form. The 'Active' checkbox is checked and highlighted in light blue. The 'New' button at the bottom is highlighted with a blue box. The form contains various input fields for owner information, including Last, First, Mid Init, Corporate Name, Address, City, State, Zip, and a 'Numbers' section for Home, Work, Fax, FEI, SSN, SSN 2, and SST. There are also fields for Owner BD and Spouse BD, and a 'Multiple Owners List' section. The 'Assessment Information' section on the right shows values for Real Prop Parcels, Personal Prop Accts, Prebill Mobile Homes, and Owner's Total Acres. The 'Value' section shows values for Land, Improvement, Personal Property, and Mobile Homes. The 'Totals' section shows a total value of 10,725. The 'Non-Disclosure' checkbox is unchecked. The 'Edit History' and 'Transfer' buttons are visible. The 'Help', 'Cancel', 'Delete', 'New', 'Apply', and 'OK' buttons are at the bottom.

NOTE: On the Owner Information Form below, the **Active** checkbox field, highlighted in light blue, refers to whether or not this New Owner will be kept in the coming tax digest year. The default is Active. If during the course of the year the New Owner sells the property and is no longer needed, the Active checkbox can be unchecked and the New Owner will not be passed to the next tax digest year.

The image shows the 'WinGAP - Owner Information' form with the 'Active' checkbox checked and highlighted with a blue box. The form is populated with the following information:

- Last: [Empty], First: [Empty], Mid Init: [Empty]
- Corporate Name: [Empty] (Edit button)
- Address: A.J'S CONVENIENCE STORE, 879 PERKINS ROAD
- City: MILLEN, State: GA, Zip: 30442
- Numbers: Home, Work, Fax, FEI, SSN, SSN 2, SST (all empty)
- Owner BD: / / , Spouse BD: / /
- Multiple Owners List: [Empty]
- Assessment Information: Real Prop Parcels: 0, Personal Prop Accts: 1, Prebill Mobile Homes: 0, Owner's Total Acres: 0.00
- Value: Land: 0, Improvement: 0, Personal Property: 10,725, Mobile Homes: 0, Totals: 10,725
- Non-Disclosure: [Unchecked]

The 'Edit History' and 'Transfer' buttons are visible. The 'Help', 'Cancel', 'Delete', 'New', 'Apply', and 'OK' buttons are at the bottom.

If the Active checkbox is unchecked, the text will change to "Inactive" and will be displayed in Red, as seen below.

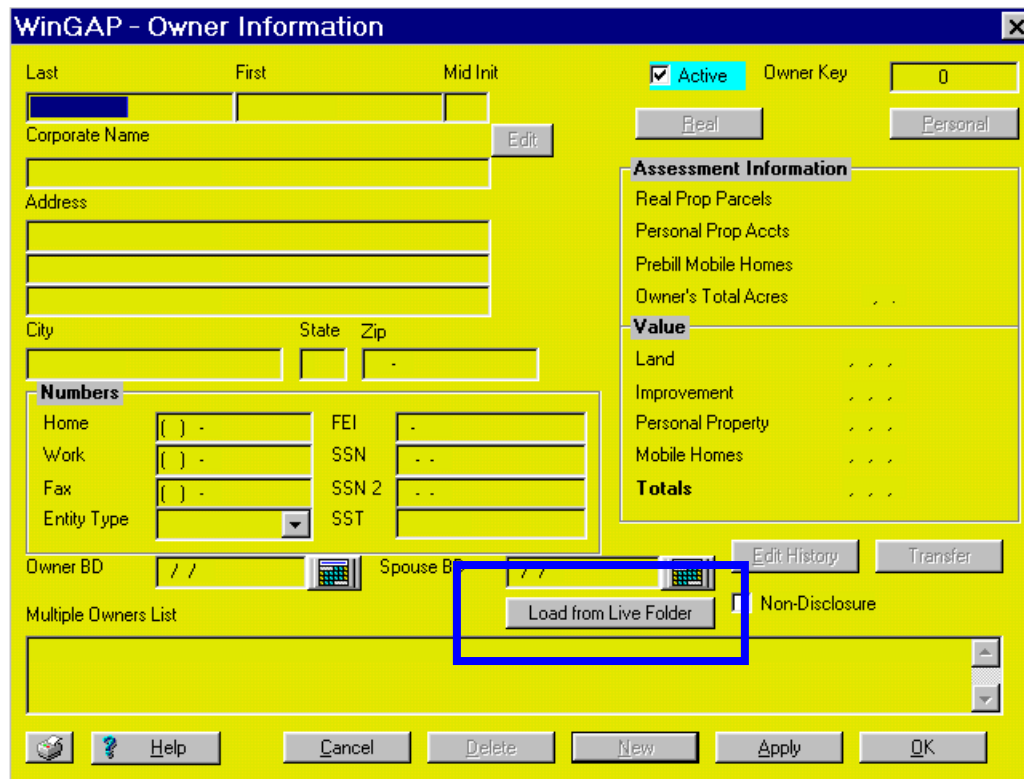
The screenshot shows the 'WinGAP - Owner Information' window. The 'In-Active' checkbox is checked, and the text 'In-Active' is displayed in red. The form includes fields for Last, First, Mid Init, Corporate Name, Address, City, State, Zip, Numbers (Home, Work, Fax, Entity Type), Owner BD, Spouse BD, and Multiple Owners List. There are also buttons for Edit, Real, Personal, Assessment Information, Value, Edit History, Transfer, and a Non-Disclosure checkbox.

The same is true on the Real (and Personal) Property General Information Forms, as seen below.

The screenshot shows the 'WinGAP - Real Property General Information - BEASLEY SARAH M' window. The 'In-Active' checkbox is checked, and the text 'In-Active' is displayed in red. The form includes fields for Account Number, PIN, TD, Asmt Reason, Street Information, Property Information, Exemption Information, Values, History, Edit Information, and Comments. There are also buttons for Duplicate, Notice, Special District, Transfer Imps, Transfer, Sales, Permits, Appeals, Dup Imps, Income, Map It, and a bottom row of buttons: Cancel, Delete, New, Apply, OK.

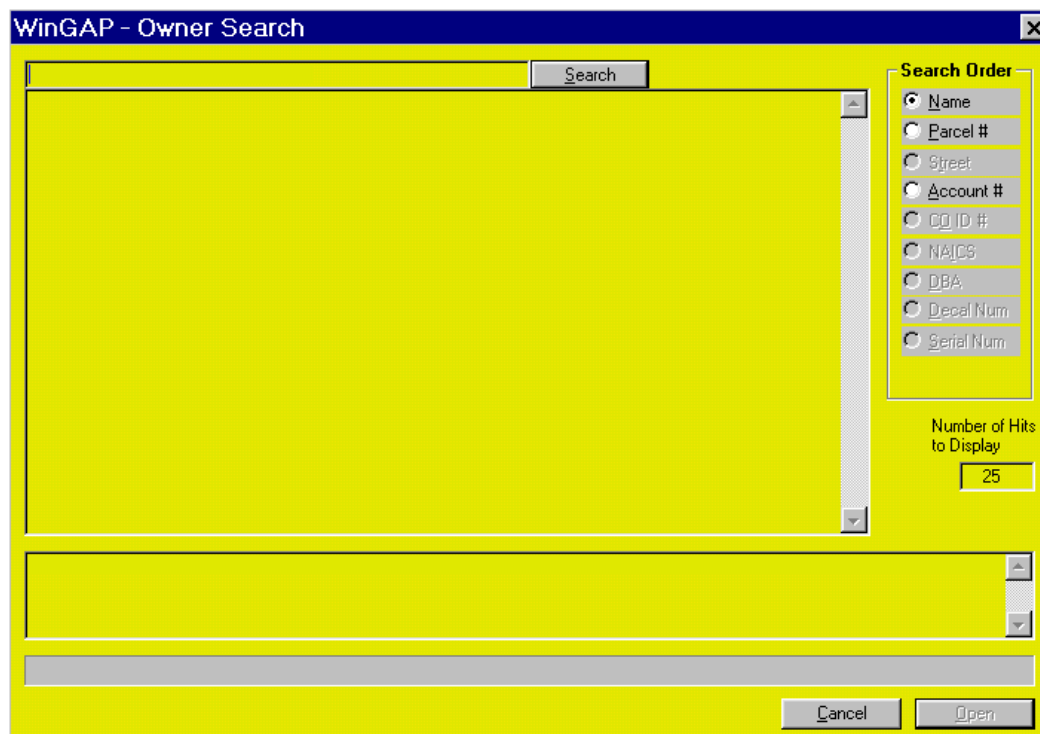
If the New Owner exists in the Current Appraisal Year but not the Future Year

If a user desires to assign the ownership of the property to an owner that exists in the current appraisal year but does not exist in future, the user will access the owner screen in the same fashion as described above. The **New** button would be clicked again, but instead of keying the owner information, the user can click the button **Load from Live Folder** as shown below.



The WinGAP - Owner Information screen is a yellow window with a blue title bar. It contains several sections: a top section for owner details (Last, First, Mid Init, Active checkbox, Owner Key), a Corporate Name field with an Edit button, an Address field, a City/State/Zip section, a Numbers section with fields for Home, Work, Fax, FEI, SSN, SSN 2, SST, and Entity Type, an Owner BD field, a Spouse BD field, a Multiple Owners List field, and a Non-Disclosure checkbox. On the right, there is an Assessment Information section with a list of property types (Real Prop Parcels, Personal Prop Accts, Prebill Mobile Homes, Owner's Total Acres) and a Value section with a list of values (Land, Improvement, Personal Property, Mobile Homes, Totals). At the bottom, there are buttons for Edit History, Transfer, Load from Live Folder (highlighted with a blue box), and a row of buttons: Help, Cancel, Delete, New, Apply, and OK.

Clicking the Load from Live Folder button will result in the Owner Search screen appearing, as shown below.



The WinGAP - Owner Search screen is a yellow window with a blue title bar. It features a large search area with a Search button at the top. On the right, there is a Search Order section with a list of search criteria (Name, Parcel #, Street, Account #, CG ID #, NAICS, DBA, Decal Num, Serial Num) and a Number of Hits to Display field set to 25. At the bottom, there are Cancel and Open buttons.

The user can then perform a search on owners existing in the current appraisal year as seen below.

WinGAP - Owner Search

Search

Owner Name	RP	Value
A J'S CONVENIENCE ST	RP	4655
A J'S CONVENIENCE ST	R	29945
A J'S SEPTIC TANKS	P	5525
A S N GRAIN INC	R	10959
AARON BLANCHE L	R	10956
AARON C B	R	10952
AARON C B MRS	R	10954
AARON CHARLES M	R	10955
AARON CHARLES M &	R	10958
AARON FLORINE D	R	9524
AARON ROY JR	R M	7676
AARON WESLEY A	P	29947
AARON WESLEY A &	R M	7995
ABBOTT LABORATORIES	P	3255
ACTON WILLIAM C	R M	6355
ACTON WILLIAM C ETAL	R	6354
ADAMS ANDERSON M	R	9968
ADAMS BENJAMIN & HAR	R	8067
ADAMS BENJAMIN & HAR	R	10354

Search Order

- ☒ Name
- ☐ Parcel #
- ☐ Street
- ☐ Account #
- ☐ CO ID #
- ☐ NAICS
- ☐ DBA
- ☐ Decal Num
- ☐ Serial Num

Number of Hits to Display: 25

Cancel Open

Selecting an owner from the list will result in the owner data being transferred to the future owner screen as shown below.

WinGAP - Owner Information

Last: [] First: [] Mid Init: [] ☒ Active Owner Key: 10952

Corporate Name: [] Edit

Address: 5226 HWY 25 SOUTH

City: MILLEN State: GA Zip: 30442

Numbers

Home	() -	FEI	-
Work	() -	SSN	-
Fax	() -	SSN 2	-
Entity Type	[]	SST	[]

Owner BD: [] Spouse BD: []

Multiple Owners List: [] Load from Live Folder

Assessment Information

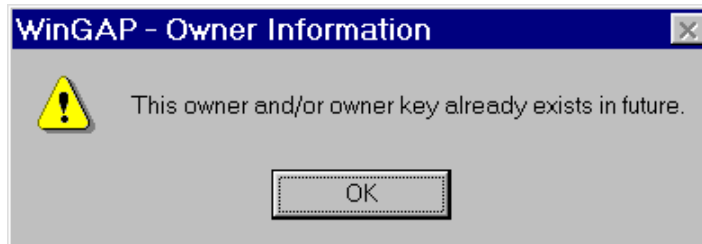
Value	
Real Prop Parcels	
Personal Prop Accts	
Prebill Mobile Homes	
Owner's Total Acres	
Land	
Improvement	
Personal Property	
Mobile Homes	
Totals	

Edit History Transfer

☐ Non-Disclosure

Help Cancel Delete New Apply OK

The OK button can be clicked to save the New Owner record in the Future Year. Clicking OK will return the user to the Transfer Form in the Future Year where the property can be transferred to this New Owner.
NOTE: If the New Owner record the user is attempting to add already exists in the Future Year, the user will receive the message on the next page.



Clicking "OK" will return the user to the New Owner record, where "Cancel" can be clicked to return the user to the Transfer form. The Select button can then be used to Select this existing Owner.

In a situation where the future owner data is in place, the **Load from Live Folder** button is re-titled to **Replace from Live Folder** as shown below.

 A screenshot of the "WinGAP - Owner Information" form. The form is divided into several sections:

- Owner Information:** Fields for Last (Reese), First (Betty P Mrs), Mid Init, and Owner Key (2831). There are also buttons for "Real" and "Personal".
- Corporate Name:** A text field.
- Address:** Text fields for "C/o Lawrence Williams" and "P O Box 12".
- City, State, Zip:** Fields for "Chestnut Mountain", "GA", and "30502-".
- Numbers:** A section with fields for Home, Work, and Fax phone numbers, and checkboxes for FEI, SSN, SSN 2, and SST.
- Owner BD and Spouse BD:** Fields for birth dates, each with a calendar icon.
- Multiple Owners List:** A list box at the bottom.
- Assessment Information:** A table showing property details:

Real Prop Parcels	1
Personal Prop Accts	0
Prebill Mobile Homes	0
Owner's Total Acres	135.00
- Value:** A table showing land and improvement values:

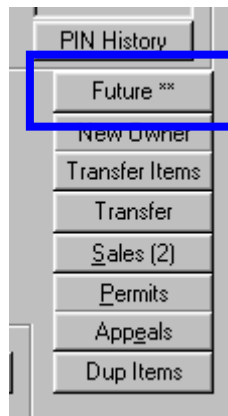
Land	0
Improvement	319,196
Personal Property	0
Mobile Homes	0
Totals	319,196
- Buttons:** "Transfer", "Edit History", "Replace from Live Folder" (highlighted with a blue box), "Help", "Cancel", "Delete", "New", "Apply", and "OK".

The functionality of the button is basically the same. Since data already exists, the name of the button is modified to reflect such.

Editing Data in Current Appraisal Year

In a situation where a parcel or account has a future counterpart, the data in the current appraisal year can be edited. However, any changes made in the current year will be overwritten by the future year data. Consequently, if the current year modifications should be passed into the next digest year, the user should make the same changes to the future year parcel. **Note: If the current value of the parcel or account changes in the current appraisal year, the previous value of the parcel in the future year should be changed to reflect such.**

To inform the user that a future year counterpart of the parcel or account exists, a double asterisk is placed on the **Future** button as shown on the next page.



Also, if the **Apply** or **OK** button is clicked, the user will receive the following message reminding he/she that a future year parcel or account exists.

WinGAP - Real Property General Information - SALTER CHERYL J &

<< Top < Prev Next > End >> Account Number 13 Duplicate ☐ Notice ☐ Special District

PIN (1) 001-013A- Tax District 01 - Unincorporated

Alt PIN Asmt Reason

Street Information

House #	Ext	Dir	Units	Street Name
0				SOUTH HERNDON ROAD

Type Quad Latitude Longitude Zip Code

Property Information

LL LD GMD 1634 Zoning

Legal : Neighbor Lendor Subdivisi Lot

Exempti

Homestead S0 HS App Date / /

Pref YR CUV YR Hist YR Hist Val EZ Yr EZ Val

Floating Homestead

Original Current State HS Val

Values

Previous	Current	Return	BOE / YR
1,155	1,155	0	0

Land 655 Res Imp

History

Year	Value
2006	1,155
2005	8,035
2004	10,309

PIN History Future ** New Owner Transfer Items Sales (2) Permits Appeals Dup Items

WinGAP - Real Property General Information - SALTER CHERYL J &

This property has a future year (split) record that will overwrite this current information at yearend.

OK

Appraiser Alternate

Comments

FROM WILLIAM G STOVER;REVALUE M/H 03/30/98

Income Map It

Help Cancel Delete New Apply OK

User Rights and Privileges in Future

Users have the same rights and privileges in future as are assigned to them in the current appraisal year. Guest logins can access and view the data but make no changes.

New Owner

New Owner information is accessed via the **New Owner** button found on the Real Property General Information Form. The WinGAP New Owner module is designed to allow the user to begin the processing and recording of transactions that have occurred after January 1 while continuing to work on the details of the current digest. The new owners that are entered during this process will not be incorporated into the current digest but will be used during the Year-End Cleanup process to replace current owner information for the associated parcel.

WinGAP - Real Property General Information - CHERRY THOMAS R & MARY B : G01 00 013

<< Top < Prev Next > End >> Account Number 6941 Duplicate [x] Notice [] Special District []

PIN (1) G01-00-013- Tax District 01 - Unincorporated

Alt PIN [] Asmt Reason Property Value Update

Street Information

House # Ext Dir Units Street Name

344 [] [] [] STONEGABLE CT

Type Quad Latitude Longitude Zip Code

[] [] [] [] []

Property Information

LL [] LD [] GMD [] Zoning []

Legal : PB 10/168 DB 376/119 LOT 16 BLK C STONEGABLES

Neighborhood Gray

Lendor [] Total Acres 2.04

Subdivision []

Lot [] Blk [] Sec [] Phse []

Exemption Information

Homestead S0 HS App Date / /

Covenant []

Floating Homestead

Original [] 0

Current [] 0

State HS Val [] 0

BOE Value [] 0

BOE Year [] 0

Values

Previous 74,832 Edit

Current 81,913

Return 0

Curr-MAV 81,913

Prev-MAV 74,832 Edit

History

2000 71,706

0 0

0 0

PIN History

Future

New Owner

Transfer Items

Transfer

Sales (1)

Permits

Appeals

Dup Items

Income

Map It

Documents

Appraiser []

Alternate []

Comments

GRADE ON HOUSE WAS WRONG CHANGED FROM 90 TO 100 FOR 2002 J55B00 016

Cancel Delete New Apply OK

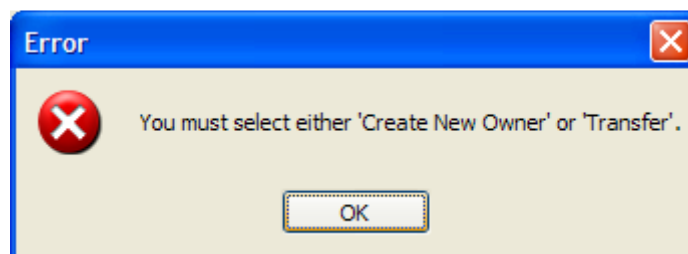
After clicking the **New Owner** button, the user is taken to the New Owners Form, next page, where data entry can begin. The user has three options available on this screen for data entry:

- Load Owner Information from an Existing Owner
 - Click **New**, then click the **Load Owner Information from an Existing Owner** button, as shown in the solid red box on the New Owners Form.
 - Then select the correct owner from the ensuing **Owner Search** screen
- Load Owner Information from a New Owner
 - Click **New**, then click the **Load Owner from a "New Owner"** button, as shown in the solid red box on the New Owners Form.
 - Then select the correct "new owner" from the ensuing **New Owner Search** screen
- Or, key all of the data that is necessary to complete the **New Owners** screen

After data entry is complete the user has two options available, as shown in the dashed red box on the New Owners Form, for handling the new owner at the time of Year-End Cleanup. **NOTE:** One of these options must be checked.

- *Create New Owner Record at Year-End* – During Year-End Cleanup adds a new record to the owner database containing the information that is entered on the screen.
- *Transfer to Existing Owner at Year-End* – Only available when **Load Owner Information from an Existing Owner** has been used to populate the new owner information.

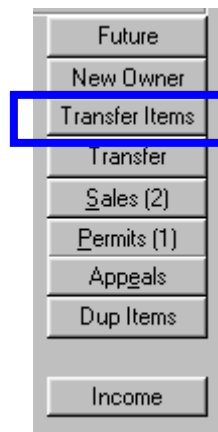
Should neither option be checked the user will receive the error message below which forces the user to select one of the options.



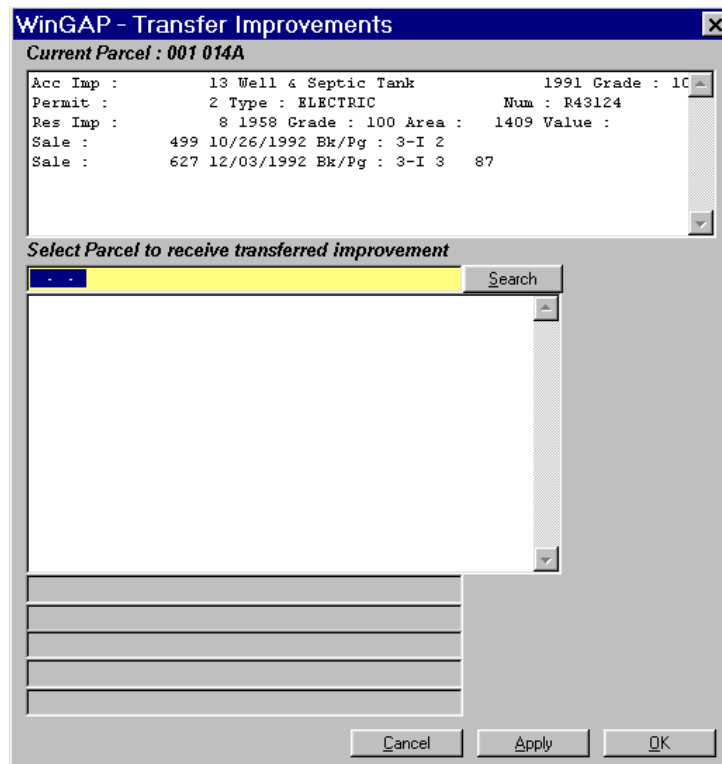
The user can now choose one of the actions from the set of buttons at the bottom of the window, Cancel, Delete, Apply, or OK. If either **A**pply or **O**K are clicked, the Sales Information Form appears where the user can enter the sales data associated with the transaction (discussed later in this manual). After the sales data is entered, the user will be returned to the Real Property General Information screen.

Transfer Items Form

Improvements, sales, and permits can be moved from one parcel to another when necessary, such as when a house or accessory improvement is moved, by clicking the Transfer Items Button on the Real Property General Information Form, as shown below.



This will produce the Transfer Items Form.



A list of any Improvements, Sales, and Permits currently on the parcel will appear in the list box at the top of the Form. The user should now select the parcel to which any of these Items are to be transferred. This is done by keying in the parcel number in the yellow parcel number field and clicking the Search Button. A list of parcels beginning with the keyed parcel number will display, and the user can click on the parcel that is to receive the item verify that this is the correct parcel, as shown on the next page.

WinGAP - Transfer Improvements

Current Parcel : 001 014A

Acc Imp : 13 Well & Septic Tank 1991 Grade : 10
 Permit : 2 Type : ELECTRIC Num : R43124
 Res Imp : 8 1958 Grade : 100 Area : 1409 Value :
 Sale : 499 10/26/1992 Bk/Pg : 3-I 2
 Sale : 627 12/03/1992 Bk/Pg : 3-I 3 87

Select Parcel to receive transferred improvement

001 - - Search

001 001	57.00 \$0
001 002	2.00 \$0
001 003	1.73 \$0
001 004	1.00 \$0
001 005	11.00 \$0
001 006	0.68 \$0
001 008	0.55 \$0
001 009	0.00 \$0
001 010	10.00 \$0
001 011	0.24 \$2
001 012	0.21 \$0
001 013	0.64 \$0
001 013A	0.27 \$0
001 014	116.61 \$0

FRYE L B MRS JR
 1616 S HERNDON ROAD
 Legal : .18 AC BLOCK BLDG S HERNDON RD
 Acres : 10.00
 Account [realkey] : 9

Cancel Apply OK

If this is the correct parcel, the next step in the Transfer Items process is to select the item to be transferred. This is done by clicking on the appropriate item in the list box at the top of the Form.

WinGAP - Transfer Improvements

Current Parcel : 001 014A

Acc Imp : 13 Well & Septic Tank 1991 Grade : 10
 Permit : 2 Type : ELECTRIC Num : R43124
 Res Imp : 8 1958 Grade : 100 Area : 1409 Value :
 Sale : 499 10/26/1992 Bk/Pg : 3-I 2
 Sale : 627 12/03/1992 Bk/Pg : 3-I 3 87

Select Parcel to receive transferred improvement

001 - - Search

001 001	57.00 \$0
001 002	2.00 \$0
001 003	1.73 \$0
001 004	1.00 \$0
001 005	11.00 \$0
001 006	0.68 \$0
001 008	0.55 \$0
001 009	0.00 \$0
001 010	10.00 \$0
001 011	0.24 \$2
001 012	0.21 \$0
001 013	0.64 \$0
001 013A	0.27 \$0
001 014	116.61 \$0

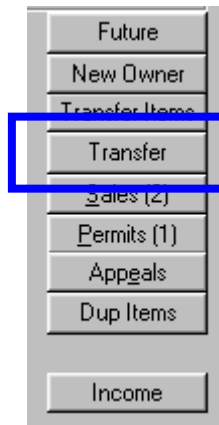
FRYE L B MRS JR
 1616 S HERNDON ROAD
 Legal : .18 AC BLOCK BLDG S HERNDON RD
 Acres : 10.00
 Account [realkey] : 9

Cancel Apply OK

The Apply Button can be clicked to transfer the item to the selected parcel and remain on the Transfer Items Form, or the OK Button can be clicked to transfer the item and return to the Real Property General Information Form. Only one item at a time can be transferred on the Transfer Items Form.

Transfer Form

The Transfer Button on the Real Property General Information Form is used to transfer property from one owner to another.



Clicking the Transfer Button will produce the Property Transfer Form, as shown below.

A screenshot of the 'WinGAP - Property Transfer' window. At the top, there's a title bar. Below it, a 'Current Owner' field contains 'WILSON M G' with a 'Select' button to its right. A large list box below shows a single entry: 'REAL 004 043 RES/FARM CHEW MILL RD 208.00 | 300 CHEW'. Below the list box are 'Include All', 'Include', 'Remove', and 'Remove All' buttons. Underneath these is a 'New Owner' field with a 'Select' button and an 'Add New Owner' button. At the bottom of the window are 'Help', 'Cancel', 'Apply', and 'OK' buttons.

The process is very similar to the Property Transfer process done by clicking the Transfer Button on the WinGAP Tool Bar, with the exception that the user does not have to select the Current Owner. When the Transfer Button on the Real Property General Information Form is clicked and the Property Transfer Form appears, the **Current Owner** and all parcels for that owner will appear in the **Current Owner Property List Box** at the top of the Transfer Form, as shown above. The Parcel that is being transferred is already highlighted in the Current Owner Property List Box, as shown above.

The Property Transfer Form is divided into several sections. At the top of the Form are the Current Owner field and Select Button, already filled in. Beneath the Current Owner Property List Box are the **New Owner** field and **Select** Button. The Select Button is clicked here to produce the Owner Search Form and select the owner to which the property is to be transferred. If the property is to be transferred to a new owner, the **Add New**

Owner Button is clicked to add the new owner. After the New Owner is selected (or added) and the user returns to the Property Transfer Form, the New Owner's name will display in the New Owner Field. Beneath the New Owner field is the **New Owner** Property List Box, where all property that is transferred to the New Owner will display. Finally, the **Cancel**, **Apply** and **OK** Buttons allow the user to cancel the Property Transfer, apply the changes and stay on the Form, or save the changes and leave the Form.

Current Owner Property List Box

The information that is displayed in the Current Owner Property List Box will vary depending on the type of property (Real, Personal, or Prebilled Mobile Home). Real Property will display the description "REAL", followed by the Parcel Number, Legal Description, Total Acres, and Street Address, as seen on the previous page.

Personal Property, as shown below, will display the description "PERS", followed by the Account Number, Digest Classification, Street Address, and Business ID.

The screenshot shows the 'WinGAP - Property Transfer' window. At the top, the title bar reads 'WinGAP - Property Transfer'. Below the title bar, there is a 'Current Owner' field containing 'ABBOTT LABORATORIES' and a 'Select' button. Below this is a list box containing the following text: 'PERS 3425 C 500 I W Main St | DBA as Abbott Lab.'. Below the list box are four buttons: 'Include All', 'Include', 'Remove', and 'Remove All'. Below these buttons is a 'New Owner' field, which is currently empty, and a 'Select' button. To the right of the 'New Owner' field is an 'Add New Owner' button. At the bottom of the window are three buttons: 'Help', 'Cancel', and 'Apply'. The 'OK' button is also present but is partially obscured by the 'Apply' button.

A Prebilled Mobile Home will display the Mobile Home Key, followed by the Decal Year, Decal Number, Year Built, Size, Manufacturer, and Model, as shown on the next page.

WinGAP - Property Transfer

Current Owner:

MH Key: 1819 Decal 2002/0422 1973 12 x 60 NEW DIMENSION / NEW ORLEAN

New Owner:

New Owner Field/Select Button

The next step in the Property Transfer process is to select the Owner to which this property is to be transferred. This is done by clicking the Select Button to the right of the New Owner field (as with the Current Owner field, the user cannot key a name into the New Owner field). This will produce the Owner Search Form. Once a New Owner record is located in the Owner Information List Box and highlighted, the user can return to the Property Transfer Form by clicking the **Open** Button on the Owner Search Form (or pressing Enter on the desired owner record, double-clicking on the record, or pressing Alt+O). When the user returns to the Property Transfer Form, the New Owner's name will display in the New Owner field, and the New Property Owner List Box will remain blank, as shown on the next page.

New Owner Property List Box

The New Property Owner List Box, as shown on the next page, will remain blank until the property is selected in the Current Property Owner List Box and sent to the New Owner Property List box by clicking either the **Include** Button or the **Include All** Button, discussed later.

WinGAP - Property Transfer

Current Owner:

REAL 004 043 RES/FARM CHEW MILL RD 208.00 | 300 CHEW

New Owner:

Add New Owner Button

If the property is to be transferred to an Owner that is not presently in the County's Owner database, the user should click the **Add New Owner** Button. This will produce the Owner Information Form, where the New Owner can be added. (See the procedures for adding a new owner on the Owner Information Form, discussed elsewhere in this manual, if needed).

WinGAP - Owner Information

Last: First: Mid Init: Owner Key:

Corporate Name:

Address:

City: State: Zip:

Numbers

Home	<input type="text"/>	FEI	<input type="text"/>
Work	<input type="text"/>	SSN	<input type="text"/>
Fax	<input type="text"/>	SSN 2	<input type="text"/>
Entity Type	<input type="text"/>	SST	<input type="text"/>

Owner BD: Spouse BD:

Multiple Owners List:

☐ Non-Disclosure

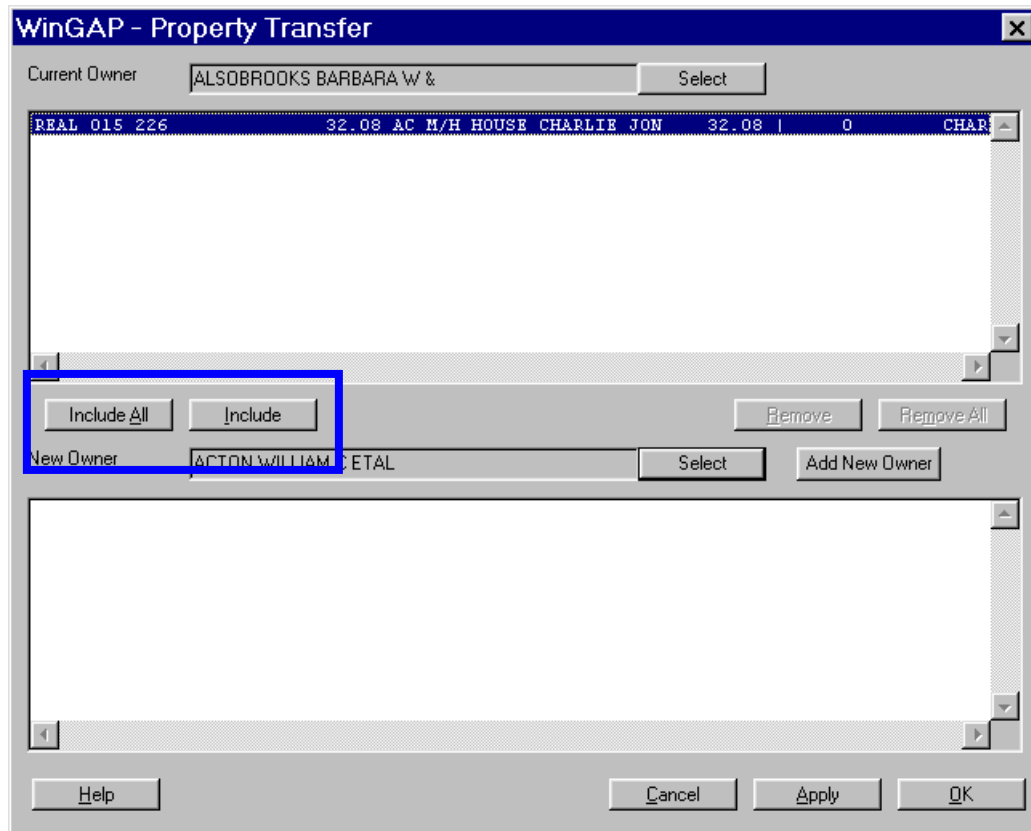
Assessment Information

Real Prop Parcels	
Personal Prop Accts	
Prebill Mobile Homes	
Owner's Total Acres	
Value	
Land	
Improvement	
Personal Property	
Mobile Homes	
Totals	

After adding the New Owner and clicking the OK Button on the Owner Information Form, the user will be returned to the Property Transfer Form, and the New Owner's name will display in the New Owner field. The New Owner Property List Box will be blank.

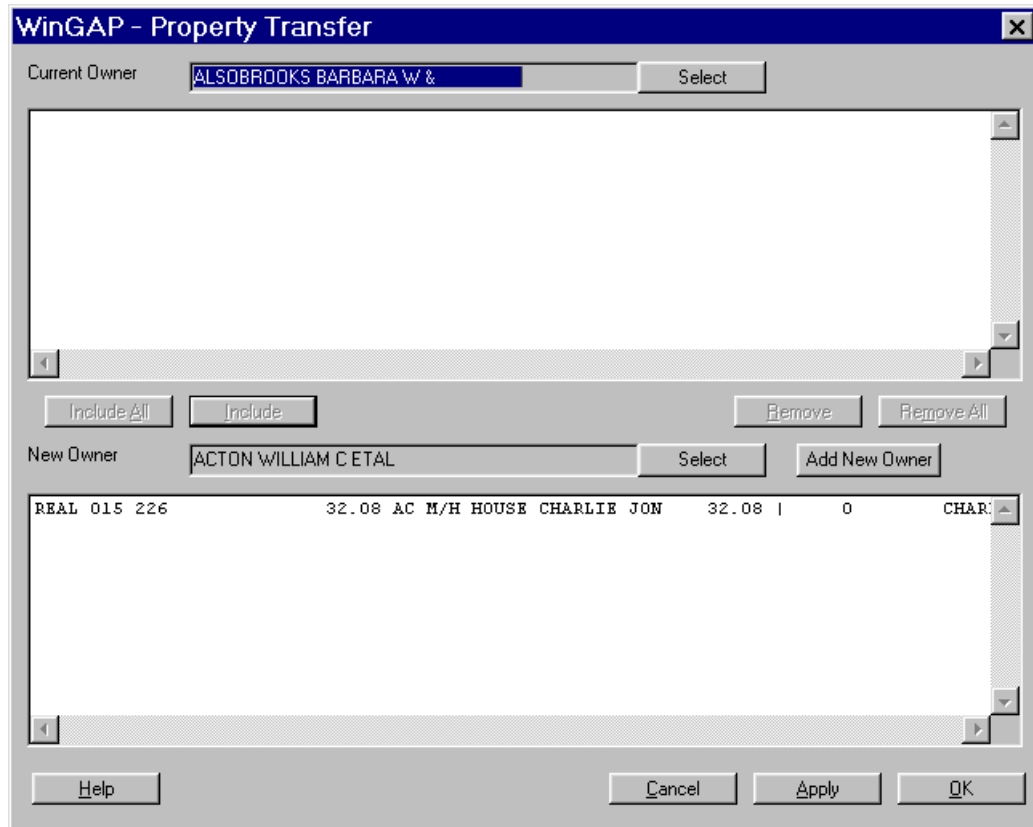
Include and Include All Buttons

The Include All or Include Buttons, below, are used to perform the actual transfer of property from one owner to the other. If only one property record is to be transferred, the user should click the **Include** Button; if all property records belonging to the Current Owner are to be transferred to the New Owner, the user should click the **Include All** Button. The property record(s) will move from the Current Property Owner List Box to the New Property Owner List Box, as shown on the next page.



The image shows a Windows-style dialog box titled "WinGAP - Property Transfer". It has a blue title bar with a close button (X) in the top right corner. The dialog is divided into several sections. At the top, there is a "Current Owner" section with a text field containing "ALSOBROOKS BARBARA W &" and a "Select" button to its right. Below this is a list box containing a single property record: "REAL 015 226 32.08 AC M/H HOUSE CHARLIE JON 32.08 1 0 CHAR". Below the list box are two buttons, "Include All" and "Include", which are highlighted with a blue rectangular box. To the right of these are "Remove" and "Remove All" buttons. Below the buttons is a "New Owner" section with a text field containing "ACTON WILLIAM C ETAL" and a "Select" button to its right. To the right of the "Select" button is an "Add New Owner" button. At the bottom of the dialog are three buttons: "Help", "Cancel", and "Apply", followed by an "OK" button.

Current Owner	Property Record	New Owner
ALSOBROOKS BARBARA W &	REAL 015 226 32.08 AC M/H HOUSE CHARLIE JON 32.08 1 0 CHAR	ACTON WILLIAM C ETAL



The dialog box is titled "WinGAP - Property Transfer". It contains two main sections: "Current Owner" and "New Owner".

Current Owner: A text field contains "ALSOBROOKS BARBARA W &". To its right is a "Select" button.

Property List: A large empty rectangular area with scrollbars is located below the Current Owner section.

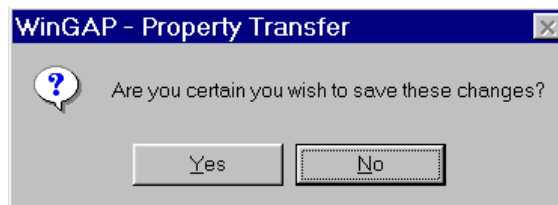
Buttons: Below the property list are four buttons: "Include All", "Include", "Remove", and "Remove All".

New Owner: A text field contains "ACTON WILLIAM C ETAL". To its right is a "Select" button. Further right is an "Add New Owner" button.

Property Data: Below the New Owner section, a line of text reads: "REAL 015 226 32.08 AC M/H HOUSE CHARLIE JON 32.08 | 0 CHAR:". This line is partially obscured by a scrollbar on the right.

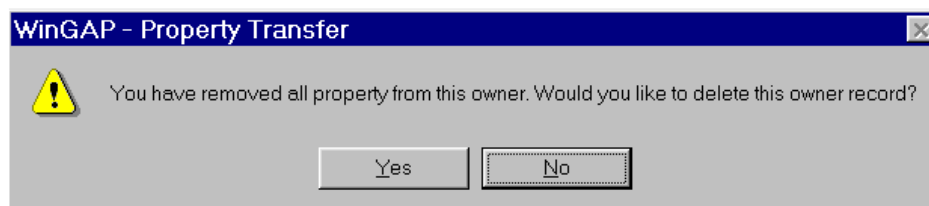
Footer: At the bottom of the dialog are three buttons: "Help", "Cancel", and "Apply".

Either the **Apply** or **OK** Button should now be clicked to save the Property Transfer, which will prompt the message "Are you certain you wish to save these changes?", as seen below.



The dialog box is titled "WinGAP - Property Transfer". It contains a question mark icon and the text "Are you certain you wish to save these changes?". Below the text are two buttons: "Yes" and "No".

Clicking "Yes" will transfer the property; "No" will cancel the transfer process. If the user clicks "Yes", other messages may appear depending on the characteristics of the property, such as whether certain types of Homestead Exemptions should be retained under the New Owner. Also, if all the property from the Current Owner was transferred to the New Owner, the user will receive the message "You have removed all property from this owner. Would you like to delete this owner record?", as seen below.

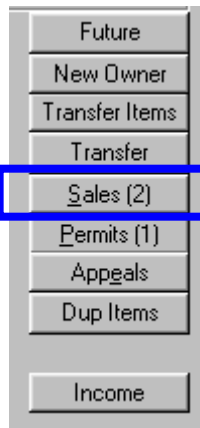


The dialog box is titled "WinGAP - Property Transfer". It contains a yellow warning triangle icon and the text "You have removed all property from this owner. Would you like to delete this owner record?". Below the text are two buttons: "Yes" and "No".

If this is the case, "Yes" should be selected to delete the owner from which the property was transferred; "No" will preserve the owner record. The user will remain on the Property Transfer Form, where OK or Cancel can now be clicked to return to the Real Property General Information Form.

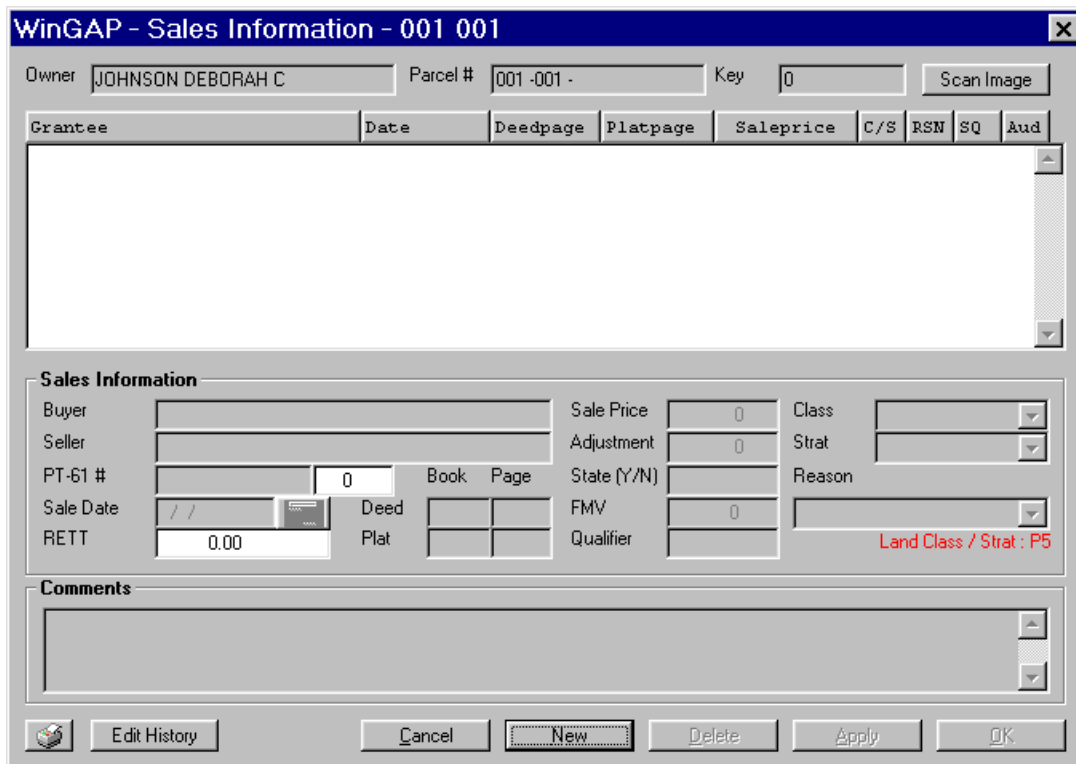
Sales Information Form

The WinGAP Sales Information Form is used to add, edit, or delete any Sales for the Parcel. The Form is accessed by clicking the Sales Button located on the right side of the Real Property General Information Form, as seen below.



Future
New Owner
Transfer Items
Transfer
Sales (2)
Permits (1)
Appeals
Dup Items
Income

Clicking on the Sales button will produce the Sales Information form, which will be "grayed out" if this is the first Sale on the Parcel, as seen below.



WinGAP - Sales Information - 001 001

Owner: JOHNSON DEBORAH C Parcel #: 001 -001 - Key: 0 Scan Image

Grantee	Date	Deedpage	Platpage	Saleprice	C/S	RSN	SQ	Aud
---------	------	----------	----------	-----------	-----	-----	----	-----

Sales Information

Buyer: Seller: PT-61 #: 0 Book: Page: State (Y/N): Reason: Land Class / Strat: P5

Sale Date: / / Deed: Plat: FMV: Qualifier: Class: Strat: Reason: Land Class / Strat: P5

Comments

Edit History Cancel New Delete Apply OK

If Sales exist on the Parcel, the Sales Button will display the number of Sales to the right of the word "Sales", as seen on the next page.

Future
New Owner
Transfer Items
Transfer
Sales (2)
Permits (1)
Appeals
Dup Items
Income

Clicking on the Sales button will display the existing Sales, with the most recent Sale at the top of the list box.

WinGAP - Sales Information - 001 013A

Owner: Parcel #: Key:

Grantee	Date	Deedpage	Platpage	Saleprice	C/S	RSN	SQ	Aud
SALTER CHERYL J &	02/09/1995	3-0 7	37	0 R4	FA	DR	N	
JOYNER LONZY B JR &	06/07/1994	3-M 7	10	350 R4	LT	DR	N	

Sales Information

Buyer	<input type="text" value="SALTER CHERYL J &"/>	Sale Price	<input type="text" value="0"/>	Class	<input type="text" value="Residential"/>
Seller	<input type="text" value="JOYNER LONZY B JR &"/>	Adjustment	<input type="text" value="0"/>	Strat	<input type="text" value="Small Tract"/>
PT-61 #	<input type="text" value="0"/>	Book	<input type="text" value="3-0 7"/>	Page	<input type="text" value="37"/>
Sale Date	<input type="text" value="02/09/1995"/>	Deed	<input type="text" value="3-0 7"/>	Plat	<input type="text" value="37"/>
RETT	<input type="text" value="0.00"/>	State (Y/N)	<input type="text" value="N"/>	Reason	<input type="text" value="Family Sale"/>
		FMV	<input type="text" value="6,254"/>	Qualifier	<input type="text" value="DR"/>

Land Class / Strat : R3

Comments

The Title Bar at the top of the Form displays the Parcel Number. The Parcel Owner's Name, Parcel #, and Sales Key are also displayed in fields below the Title Bar. These fields are not accessible to the user. The **Scan Image** Button to the right of the Sales Key field allows the user to view an image of the deed associated with this sale. The list box in the center of the Form will display any Sales already entered for this Parcel. The columns in the list box, from left to right, display the:

- ☐ Grantee (the Buyer)
- ☐ Date of the Sale
- ☐ Deed Book and Page Number
- ☐ Plat Book and Page Number
- ☐ Sales Price
- ☐ Sales Class and Strat
- ☐ Sales Reason
- ☐ Sales Qualifier
- ☐ State Audit Department flag

Sales Information is usually entered directly from a copy of the property deed associated with the sale obtained from the office of the Clerk of Superior Court. As Sales are added, they will be displayed in the list

box in descending date order (last sale at the top). There is no limit to the number of Sales that can be added to a Parcel, and all sales are eligible to be used in any Ratio Studies that may be run.

A discussion of all fields on the Sales Information Form follows. The field sequence is the same as when adding a **NEW** Sales record. At the conclusion of entering Sales Information, the user should click the **Apply** Button at the bottom of the Sales Information Form to make sure that all data entry on the Form is saved, particularly if other Sales for this parcel are to be entered.

NOTE: When on the Sales Information Form, the user should note that the Sales Form overlaps the Real Property General Information Form, and that the Buttons on the Real Property Form are visible beneath the Buttons on the Sales Form. The user should make sure that, when on the Sales Form, the Buttons at the bottom of the Sales Form are clicked, and not those on the Real Property Form, or else the Sales information that was added/edited may not be saved.

Sales Information section

Sales Information	
Buyer	BURKE JESSE W JR &
Seller	
PT-61 #	PT-61 082-2006-000001
Sale Date	/ /
RETT	0.00
Deed Book	
Deed Page	
Plat Book	
Plat Page	
Sale Price	0
Adjustment	0
State (Y/N)	N
FMV	0
Qualifier	
Class	Agricultural
Strat	
Reason	
Land Class / Strat : A5	

- **Buyer:** The Buyer, also known as the Grantee, is the individual that purchased the property. The current Owner's name will appear in this field.
- **Seller:** The Seller or Grantor is the party that sells the property. If this is the first sale added to this property, the field will be blank. If prior sales exist on this Parcel, the Buyer's name from the prior sale will appear in this field. If the name is to be changed, or keyed into the blank field, it should be entered in the following format: Last Name First Name.
- **PT -61 #:** The PT-61 # is a unique identifier that will be assigned to each PT61 that is recorded. The last 6 digits of the number can be entered by the user but it will also be passed into the field when processing an e-filed PT61. The format of the PT61 number is as follows:

|PT-61 |082-|2006-|000001

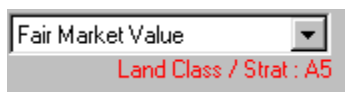
- First 6 positions will always be PT-61 followed by a space
- Following the space within the next 4 positions will be the county number (082 in this example, for Jenkins County) and a dash
- The next 5 positions will contain the year in which the PT61 was filed and a dash
- The final 6 positions hold a sequential number that is assigned to each PT61 filed within the year within the county

NOTE: The year portion of the PT-61 number can be changed by right clicking on the “grayed out” portion of the PT-61 number (first 11 positions) and selecting the option “Edit PT-61 Control Number”. If errors have been made and the user wishes to reset the PT-61 number back to the default settings, the user should select the option “Reset PT-61 Control Number to Default Template Value” from the right-click menu.

- **Sale Date:** The Sale Date is the date that the property was sold to the Buyer. The date can be keyed directly into the field, or the calendar to the right of the field can be used to insert the date.
- **RETT:** The amount listed on the PT-61 as the Real Estate Transfer Tax for this Sale.
- **Deed Book/Page:** The Deed Book and Page number that contains the deed for the Parcel (located in the office of the Clerk of Superior Court).
- **Plat Book/Page:** The plat book and page number that contains the original plat for the Parcel (also found in the office of the Clerk of Superior Court).

- **Sale Price:** The price that the Buyer paid to the Seller for the property. The Sale Price is entered in dollars (no cents, commas, or decimals). WinGAP will insert the comma if the amount is \$1,000 or more. The maximum sales price allowed is \$99,999,999,999.
- **Adjustment:** An appraiser-assigned Adjustment value, usually for a timber value associated with the Sale. Other adjustments such as personal property, quota values, etc., could also be placed in this field. The Adjustment is subtracted from the Sales Price and the result will be used in the ratio study. The user should place a note in the Comments field for this Sale as to what the Adjustment is for.
- **State (Y/N):** The State field is used to designate if a Sale will be included in the State Audit Department ratio study. An entry of "Y" (Yes) indicates that the sale will be included; an entry of "N" excludes the sale.
- **FMV:** The Fair Market Value of the Parcel at the time of the Sale, or as determined by the appraiser. The FMV is entered in dollars (no cents, commas, or decimals). WinGAP will insert the comma if the amount is \$1,000 or more. An amount would be entered here if the property was modified after the sale and the user desired to maintain the sale in the bank of "good" sales. If a value is placed in Fair Market Value, it may be used in a Sales Ratio Analysis at the discretion of the user.
- **Qualifier:** The Sales Qualifier, usually the initials of the appraiser who has qualified the sale.
- **Class:** The Sales Classification (the Digest Class) of the property at the time of Sale. The field will default to the Digest Class of the Land of the Parcel. The Class can be changed by clicking on the combo box or keying the first letter of the desired Class.
- **Strat:** The Sales Stratification of the property at the time of Sale. The field will default to Improved if a Residential or Commercial Improvement is present on the Parcel. The field will default to a blank Strat if no Improvements or only Accessory Improvements are present on the Parcel. The correct Sales Stratification can be selected by clicking on the combo box or keying the first letter of the desired Strat.
 - 1 = Improved
 - 2 = Public Utility
 - 3 = Vacant Lot
 - 4 = Vacant Small Tract
 - 5 = Large Parcel
- **Reason:** The Sales Reason that classifies the Sale as to whether or not it is a good Sale. The field defaults to a blank Reason. Two Reasons, Fair Market (qualified and improved) and Land Market (qualified and vacant) are used to indicate a good Sale. Any Reason other than Fair Market or Land Market may result in the Sale being excluded from a ratio study that is being run. The Reason combo box field can be clicked to display a list of all Sales Reasons as set up in **Tools >> Schedules / Tables >> Sales Reasons**.

Note: A valid Sales Reason must be selected before a Sales record can be saved.

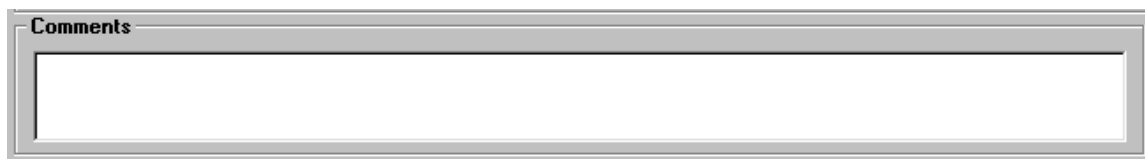


Fair Market Value

Land Class / Strat : A5

Immediately beneath the Reason field the Land Class and Strat are displayed in red. The information is provided to assist the user in defining the Sales Class and Strata.

Comments section



Comments

From the Sales Information section of the Form the user is taken to the Comments section, where unlimited comments about the Sale can be entered.

After keying all of the Sales information for this parcel and clicking Apply, the Sale will be added to the list box on the Form and appear as seen on the next page.

WinGAP - Sales Information - 001 014

Owner: BURKE JESSE W JR & Parcel #: 001 -014 - Key: 5078 Scan Image

Grantee	Date	Deedpage	Platpage	Saleprice	C/S	RSN	SQ	Aud
BURKE JESSE W JR &	01/02/2006	51	17	35	5	200000	A1	FM GR N

Sales Information

Buyer: BURKE JESSE W JR & Sale Price: 200,000 Class: Agricultural
 Seller: REESE ZEUS Adjustment: 0 Strat: Improved
 PT-61 #: PT-61 082-2006 1 Book Page State (Y/N) N Reason
 Sale Date: 01/02/2006 Deed: 51 17 FMV: 0 Fair Market Value
 RETT: 200.00 Plat: 35 5 Qualifier: GR Land Class / Strat: A5

Comments

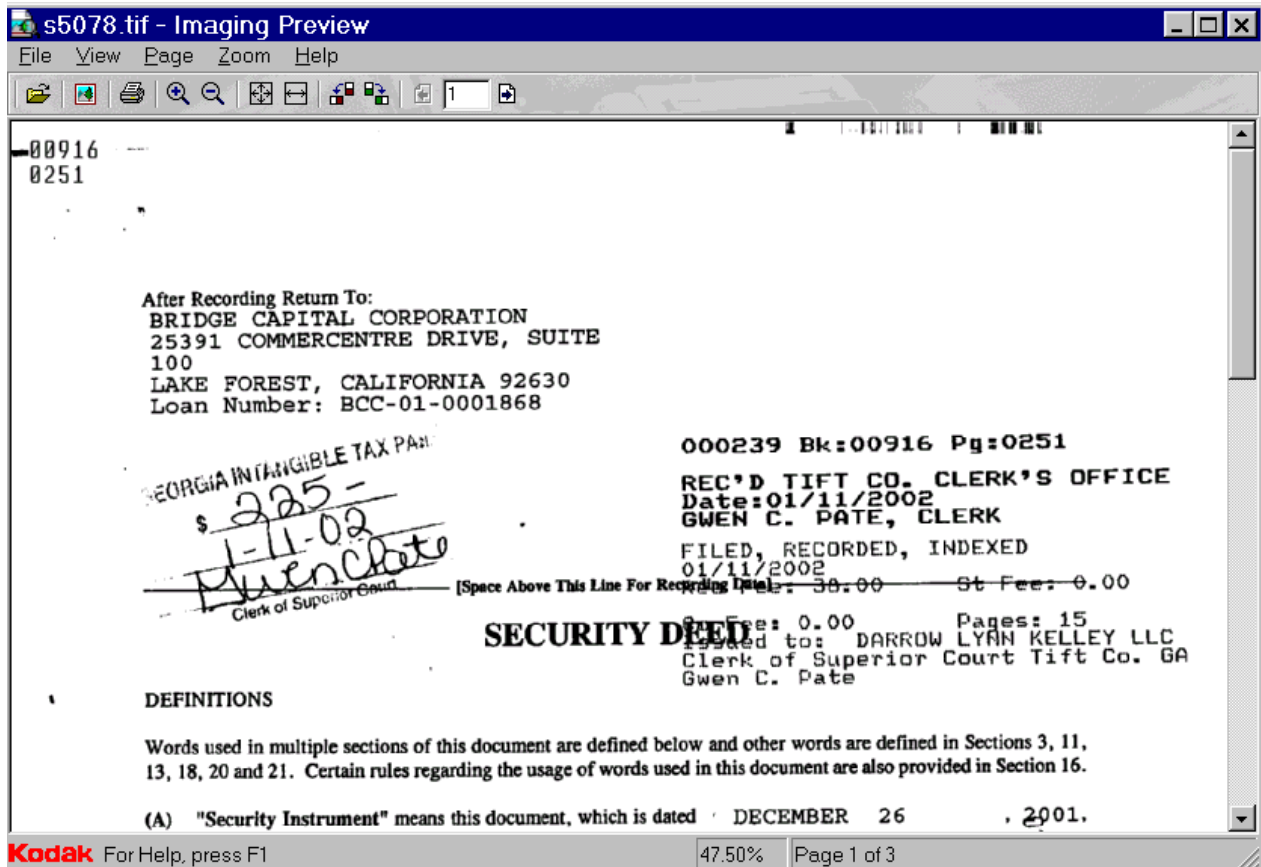
Edit History Cancel New Delete Apply OK

Scan Image Button



The Scan Image Button on the upper right of the Sales Information Form allows the user to view an image of the deed or any other document associated with this sale. The document must first be scanned and saved as a .TIF image file. Any scanner can be used for creating this image file as long as it has the capability or producing a .TIF file. The file name must begin with the letter "S" (for Sales), followed by the Sales Key for that sale, which is created by WinGAP when the Sale is added. The key appears in the Sales Key field at the top of the Sales Information Form. For the Sale in the example above, the Sales Key is 5078. Thus, the file name for the scanned image of the deed associated with this sale would be s5078.TIF.

Once the image file is created the file must be placed in the Program Files\WinGAP\Data\Pictures folder. To view the image on the Sales Form, all the user has to do is click the Scan Image button, and the document will display, as shown on the next page.



The user can adjust the size of the image in a number of ways and also print the deed, if necessary, by using the various options on the computer's default image viewing screen. The "X" in the upper right corner of the Preview screen can be clicked to return to the Sales Information Form. An asterisk will appear on the right side of the Scan Image Button once a scanned image of the document has been viewed, designating that a scanned image exists for this Sale.

Editing A Sale

Existing Sales are edited by clicking on the appropriate Sale in the list box and changing the desired information in the field(s) below the window. The user should click the **Apply** or **OK** Button to be sure that any changes are saved before editing another Sale or leaving the Sales Information Form.

Deleting A Sale

As on other Forms in WinGAP, the **Delete** Button at the bottom of the Sales Information Form is used to delete a Sale. The Sale to be deleted should first be selected in the list box by clicking on that item. After clicking the **Delete** Button the message "Are you sure you want to delete this sale?" will appear, where the **Yes** Button can be clicked to delete the Sale; clicking on the **No** Button will cancel the deletion and return the user to the Sales Information Form.

Exiting the Sales Information Form

When Sales Information data entry is completed, the user leaves the Form by clicking the OK Button, returning to the Real Property General Information Form. After adding a sale (s) the Sales Button will now display the number of Sales on this parcel, as seen on the next page. The Sales Button can be clicked to return to the Sales Information Form if further changes are needed or when more Sales need to be added.

WinGAP - Real Property General Information - CHERRY THOMAS R & MARY B : G01 00 013

<< Top < Prev Next > End >> Account Number 6941 Duplicate ☒ Notice ☐ Special District

PIN (1) G01-00-013- Tax District 01 - Unincorporated

Alt PIN Asmt Reason Property Value Update

Street Information

House #	Ext	Dir	Units	Street Name
344				STONEGABLE CT

Type	Quad	Latitude	Longitude	Zip Code
				-

Property Information

LL ☐ LD ☐ GMD ☐ Zoning

Legal : PB 10/168 DB 376/119 LOT 16 BLK C STONEGABLES

Neighborhood Gray

Lendor Total Acres 2.04

Subdivision

Lot Blk Sec Phse

Exemption Information

Homestead S0 HS App Date / /

Covenant

Floating Homestead

Original	0
Current	0
State HS Val	0
BOE Value	0
BOE Year	0

Values

Previous	74,832	Edit
Current	81,913	
Return	0	
Curr-MAV	81,913	
Prev-MAV	74,832	Edit

History

2000	71,706
0	0
0	0

PIN History

	FMV	MAV
Land (1)	10,812	10,812
Res Imp (1)	71,101	71,101
Com Imp	0	0
Acc Imp	0	0

Edit Information

Data Entry Edit History

Review / /

Appraiser

Alternate

Comments

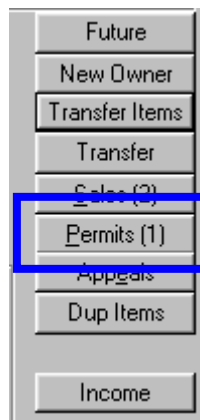
GRADE ON HOUSE WAS WRONG CHANGED FROM 90 TO 100 FOR 2002 J55B00 016

Future
New Owner
Transfer Items
Transfer
Sales (1)
Permits
Appeals
Dup Items
Income
Map It
Documents

Help Cancel Delete New Apply OK

Building Permits Form

The Building Permits Form is used to add, edit, or delete any building permits for construction occurring on the Parcel. The Form is accessed by clicking the **Permits** Button located on the right of the **Real Property General Information Form**, as seen below.



When the Building Permits Form is first accessed, and no permits have yet been added for the Parcel, the data entry fields on the Building Permits Form are "grayed out". To add a new Building Permit, the user must click the **New** Button on the Building Permits Form to gain access to these fields.

The parcel number is displayed directly beneath the Title Bar at the top of the Form. The Parcel Number is pulled from the **Real Property General Information Form** and is not accessible to the user on the Building Permits Form. The list box in the center of the Building Permits Form will display any existing Building Permits for the Parcel. The columns in the list box, from left to right, display

- ❑ the Permit Number,
- ❑ Permit Type,
- ❑ Permit Amount,
- ❑ Date Issued,
- ❑ the Actual Completion date of the construction authorized by the Building Permit

Building Permits allow the Assessors Office to keep track of new construction in the County and make sure that this new property is added to the tax digest. Building Permit Information is usually entered directly from a copy of the Building Permit application issued by the appropriate County or City office. As Building Permits are added to the Parcel, they will be displayed in the list box in ascending Permit Number order (lowest Permit Number at the top). There is no limit to the number of Building Permits that can be added to a Parcel.

A discussion of all fields on the Building Permits Form follows. The field sequence is the same as when adding a **NEW** Building Permit record. At the conclusion of entering information for each Building Permit, the user should click the **Apply** Button at the bottom of the Form to make sure that all data entry is saved before proceeding to other tasks.

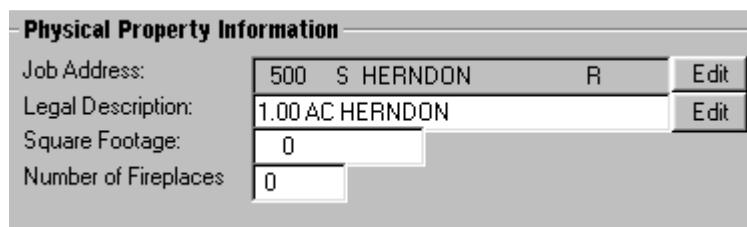
Individual Permit Information section

- **Permit Number:** The Building Permit Number. A Permit Number of up to 10 numbers/characters can be keyed in the field.
- **Date Issued:** The Date the Building Permit was issued. The date can be keyed directly into the field, or the calendar to the right of the field can be used to insert the date.
- **Inspection Date:** The Date the new construction was first inspected. The date can be keyed directly into the field, or the calendar to the right of the field can be used to insert the date.
- **Type:** The Type of Construction as authorized by the Building Permit. The user can click on the combo box to view a list of available Construction Types. This list can be added to, or Permit Types can be edited or deleted, by clicking on the Type button to the left of the combo box. (Caution: The user should click the Apply button before clicking Type in order to save the information entered in fields prior to Type.) This will produce the Permit Type Schedule, as seen below.

The new Permit Type can now be added to the schedule (the user should consult [Tools >> Schedules / Tables >> Permit Types](#) for a discussion of these procedures, elsewhere in this manual). After clicking Ok on the Permit Type Schedule to save the new Permit Type, the user will be returned to the Permits Form, where the New Button must be clicked again to resume data entry. After selecting a Permit Type from the combo box, Tab will take the user to the Permit Amount field.

- **Permit Amount:** The cost for the Building Permit, in dollars (and cents, if any).
- **Issued By:** The individual that issued the Building Permit. The user can click on the combo box to view the list of names, based upon the WinGAP users that are set up in [Tools >> Password Administration](#). This list can be added to, or users can be edited or deleted, by going to the [User Administration Form](#) located in [Tools >> Password Administration](#).
- **Approved By:** The individual that approved the Building Permit. The user can click on the combo box to view the list of names, based upon the WinGAP users that are set up in [Tools >> Password Administration](#). This list can be added to, or users can be edited or deleted, by going to the [User Administration Form](#) located in [Tools >> Password Administration](#).
- **Scheduled Completion:** The Scheduled Completion Date of the construction for which the Building Permit was issued. The date can be keyed directly into the field, or the calendar to the right of the field can be used to insert the date.
- **Actual Completion:** The Actual Completion Date of the construction for which the Building Permit was issued. The date can be keyed directly into the field, or the calendar to the right of the field can be used to insert the date.

Physical Property Information section

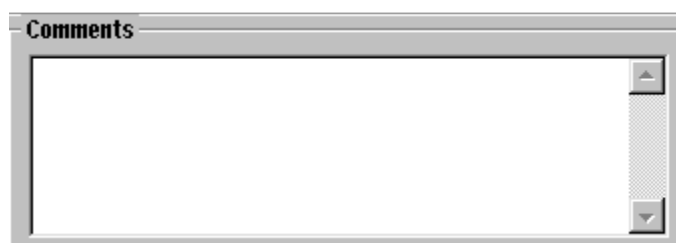


The Physical Property Information section of the form contains four fields: Job Address, Legal Description, Square Footage, and Number of Fireplaces. Each field has an associated Edit button to its right. The Job Address field contains '500 S HERNDON R'. The Legal Description field contains '1.00 AC HERNDON'. The Square Footage field contains '0'. The Number of Fireplaces field contains '0'.

Physical Property Information		
Job Address:	500 S HERNDON R	Edit
Legal Description:	1.00 AC HERNDON	Edit
Square Footage:	0	
Number of Fireplaces:	0	

- **Job Address:** The street, or Job Address, of the property where the construction is taking place. The Job Address information is pulled from the Street Information fields on the [Real Property General Information Form](#). Information in this field can be changed by clicking the Edit Button to the right of the Job Address field.
- **Legal Description:** The Legal Description of the property where the construction is taking place. The Legal Description information is pulled from the Legal Description field on the [Real Property General Information Form](#). Information in this field can be changed by clicking on the Edit Button to the right of the Legal Description field.
- **Square Footage:** The Square Footage of the construction authorized by the Building Permit is keyed in this field.
- **Number of Fireplaces:** The number of Fireplaces, if any, in the construction authorized by the Building Permit is keyed in this field.

Comments section



The Comments section of the form is a large text area for entering unlimited comments about the Building Permit. It includes a scroll bar on the right side.

Comments

From the Physical Property Information section of the Form the user is taken to the Comments section, where unlimited comments about the Building Permit can be entered.

After keying all of the Building Permit information for this parcel and clicking Apply, the Building Permit will be added to the list box on the Form and appear as seen below.

The screenshot shows the 'WinGAP - Building Permits' window. At the top, the 'Parcel Number' is '001 -001 -'. Below this is a table listing permits:

Permit Number	Permit Type	Permit Amount	Date Issued	Actual Completion
R355-1	ADDITION	25.00	06/15/2006	07/27/2006

Below the table are two sections: 'Individual Permit Information' and 'Physical Property Information'.

Individual Permit Information:

- Permit Number: R355-1
- Date Issued: 06/15/2006
- Inspection Date: 07/05/2006
- Type: ADDITION
- Permit Amount: 25.00
- Issued By: don
- Approved By: doris
- Scheduled Completion: 07/30/2006
- Actual Completion: 07/27/2006

Physical Property Information:

- Job Address: 5067 SOUTH HERNDON ROAD
- Legal Description: 28.50 AC RES SOUTH HERNDON RD
- Square Footage: 400
- Number of Fireplaces: 0

At the bottom right is a 'Comments' text area. At the very bottom are buttons: Cancel, New, Delete, Apply, and OK.

Editing A Building Permit

Existing Building Permits are edited by clicking on the appropriate Building Permit in the list box and changing the desired information in the field(s) below the window. The user should click the **Apply** Button to be sure that any changes are saved before editing another Building Permit or leaving the Form.

Deleting A Building Permit

As on other Forms in WinGAP, the **Delete** Button at the bottom of the Building Permits Form is used to delete a Building Permit. The Building Permit to be deleted should first be selected in the list box by clicking on that item. After clicking the **Delete** Button the message "Do you Want to delete this permit?" will appear, where the **Yes** Button can be clicked to delete the Building Permit; clicking on the **No** Button will cancel the deletion and return the user to the Building Permits Form.

Exiting the Building Permits Form

When Building Permits data entry is completed, the user leaves the Form by clicking the **OK** Button, returning to the Real Property General Information Form. After adding a Building Permit (s) , the **Permits** Button will now display the number of Building Permits on this parcel, as seen on the next page. The Permits Button can be clicked to return to the Building Permits Form if further changes are needed or when more Building Permits need to be added for this property.

WinGAP - Real Property General Information - CHERRY THOMAS R & MARY B : G01 00 013

<< Top < Prev Next > End >> Account Number 6941 Duplicate ☒ Notice ☐ Special District

PIN (1) G01-00-013- Tax District 01 - Unincorporated

Alt PIN Asmt Reason Property Value Update

Street Information

House #	Ext	Dir	Units	Street Name
344				STONEGABLE CT

Type	Quad	Latitude	Longitude	Zip Code
				-

Property Information

LL ☐ LD ☐ GMD ☐ Zoning

Legal : PB 10/168 DB 376/119 LOT 16 BLK C STONEGABLES

Neighborhood Gray

Lendor Total Acres 2.04

Subdivision

Lot Blk Sec Phse

Exemption Information

Homestead S0 HS App Date / /

Covenant

Floating Homestead

Original	0
Current	0
State HS Val	0
BOE Value	0
BOE Year	0

Values

Previous	74,832	Edit
Current	81,913	
Return	0	
Curr-MAV	81,913	
Prev-MAV	74,832	Edit

History

2000	71,706
0	0
0	0

PIN History

FMV	MAV
Land (1)	10,812 10,812
Res Imp (1)	71,101 71,101
Com Imp	0 0
Acc Imp	0 0

Edit Information

Data Entry Nologin Edit History

Review / /

Appraiser

Alternate

Change Date : / /
Edit Date : 09/21/2009

Map It
Documents

Comments

GRADE ON HOUSE WAS WRONG CHANGED FROM 90 TO 100 FOR 2002 J55B00 016

Help Cancel Delete New Apply OK

Appeals Form

The Appeals Form is used to add, edit, or delete Real Property Appeals. It can also be used to Search for Appeals. The Form is accessed by clicking the **Appeals** button located on the right of the **Real Property General Information Form**, as seen below.

WinGAP - Real Property General Information - CHERRY THOMAS R & MARY B : G01 00 013

Account Number: 6941 Duplicate ☒ Notice ☐ Special District

PIN (1): G01-00-013- Tax District: 01 - Unincorporated

Alt PIN: Asmt Reason: Property Value Update

Street Information

House # Ext Dir Units Street Name
 344 STONEGABLE CT

Type Quad Latitude Longitude Zip Code
 -

Property Information

LL LD GMD Zoning

Legal : PB 10/168 DB 376/119 LOT 16 BLK C STONEGABLES

Neighborhood: Gray

Lendor Total Acres 2.04

Subdivision

Lot Blk Sec Phse

Exemption Information

Homestead: S0 HS App Date: / /

Floating Homestead

Original 0
 Current 0

State HS Val 0
 BOE Value 0
 BOE Year 0

Values

Previous	74,832	<input type="button" value="Edit"/>
Current	81,913	
Return	0	
Curr-MAV	81,913	
Prev-MAV	74,832	<input type="button" value="Edit"/>

History

2000	71,706
0	0
0	0

FMV MAV

Land (1)	10,812	10,812
Res Imp (1)	71,101	71,101
Com Imp	0	0
Acc Imp	0	0

Edit Information

Data Entry: Nologin

Review: / /

Appraiser: / /

Alternate: / /

Change Date: / /
 Edit Date: 09/21/2009

Comments

GRADE ON HOUSE WAS WRONG CHANGED FROM 90 TO 100 FOR 2002 J55B00 016

Buttons (Right Sidebar):

-
-
-
-
-
-
-
-
-
-

Bottom Buttons:

When the Appeals Form is first accessed, and no appeals have yet been added for the Parcel, the data entry fields on the Appeals Form are "grayed out", as seen on the next page. To add a new Appeal, the user must click the **New** Button on the Appeals Form to gain access to these fields.

The screenshot shows the 'WinGAP - Appeals' window. At the top, there are input fields for Appeal No (0), Status (dropdown), PIN (001-014-), Acct # (14), and Acres (116.61). Below these are Appeal Year (2008) and Type (Real). The main section is divided into four panes: 'Owner Information' with fields for Last, First, MI, Corpname, Agent, Address1-3, City/State/Zip, Legal Desc, Homephone, and Workphone; 'Motor Vehicles' with fields for VIN, Tag No, Mileage, Decal, and Decal Yr; 'Values' with fields for BOA FMV, 21-Day, BOE, Arbitration, Superior Court, Resolved, Current, Return, and VID; and 'Dates' with fields for Notice, Appealed, 21 Day Notice, BOE, Arbitration, and Sup Court. At the bottom are buttons for Help, Cancel, New, Delete, Apply, and OK.

The Appeals Module allows the Assessors Office to keep track of all Appeals that apply to Real Property. Only one Real Property Appeal can be added to a parcel for each Appeal Year.

NOTE: Personal Property and Manufactured Housing Appeals are added on the Personal Property General Information Form and on the Mobile Homes Form, respectively. Motor Vehicle Appeals are added at the Appeals Menu on the WinGAP Menu Bar. All types of Appeals can be viewed and updated at the Appeals Menu on the WinGAP Menu Bar or on the Appeals Form reached from the Real Property General Information Form.

A discussion of all fields on the Appeals Form follows. The field sequence is the same as when adding a **NEW** Appeal record. At the conclusion of entering information for each Appeal, the user should click the **Apply** Button at the bottom of the Form to make sure that all data entry is saved before proceeding to other tasks.

This close-up shows the top section of the form with the following values: Appeal No: 0, Status: (dropdown), PIN: 001-014-, Acct #: 14, Acres: 116.61, Appeal Year: 2008, and Type: Real.

- **Appeal No:** The Appeal Number will be assigned by WinGAP when the Appeals record is saved.
- **Appeal Year:** The digest (appraisal) year the Appeal was filed for. The field defaults to the current appraisal year, which can be changed by the user.
- **Status:** The current Status of the Appeal, such as Active or 21 Day. The user can click on the combo box to display a list of the valid Status types, or key the first letter of the Status description to select the Status. **A Status must be selected initially and then maintained as the appeal progresses through the appeals process.** The following is a list of available Status selections and their associated WinGAP codes:

- | | |
|------------------|-----|
| • 21 Day | - 2 |
| • Active (BOA) | - A |
| • Arbitration | - T |
| • BOE | - B |
| • BOE Final | - F |
| • Inactive | - I |
| • Resolved | - R |
| • Superior Court | - S |
| • Waived | - D |
| • Withdrawn | - W |

Pressing the Tab key takes the user to the Type field, next page.

- **Type:** The Type of Appeal, which in this case is Real for a Real Property Appeal. The field will default to this Type automatically for a Real Property Appeal.
- **PIN:** The Map and Parcel number field for this parcel is automatically pulled from the Real Property record for this appeal. This field is "grayed out" and is not accessible to the user.
- **Appraiser:** The Appraiser responsible for handling the Appeal. The user can click on the combo box to display a list of the all Appraisers that have Appeal add/edit rights.
- **Acct #:** The Acct # field for this Real Property parcel, also known as the Real Key. This field is "grayed out" and is not accessible to the user.
- **Acres:** The Acres field displays the total acres for the parcel. This field is "grayed out" and is not accessible to the user.

Owner Information Fields

The screenshot shows a web form titled "Owner Information". It contains the following fields and values:

Last, First, MI			
Corpname	BURKE JESSE W JR &	Search	
Agent			
Address1	JOSEPH L SR		
Address2	673 HWY 17 NORTH		
Address3			
City / State / Zip	MILLEN	GA	30442-
Legal Desc	116.61 AC HWY 17 N		
Homephone	() -	Workphone	() -
Comments			







- **Last, First, MI:** If the County uses these fields for the Owner's Name, that information will be automatically pulled from the owner record for this parcel.
- **CorpName:** If the County uses the Corporate Name field for the owner's name, the information will be automatically pulled from the owner record for this parcel.
- **Agent:** The individual or company designated by property owner to handle the Appeal.
- **Address 1, Address 2, Address 3:** The billing address information for the owner will be automatically pulled from the owner record for this parcel.
- **City / State / Zip:** The City, State, and Zip Code for this owner will be automatically pulled from the owner record for this parcel.
- **Legal Description:** The Legal Description is automatically pulled into this field from the Real Property record for this parcel.
- **Home Phone:** The Home Phone number of the owner of this parcel will be automatically pulled from the owner record for this parcel.
- **Work Phone:** The Work Phone of the owner of this parcel will be automatically pulled from the owner record for this parcel.
- **Comments:** Any Comments about the Appeal are keyed in this field.

Values Fields

Values	
BOA FMV	49,757
21-Day	0
BOE	0
Arbitration	0
Superior Court	0
Resolved	0
Current	0
Return	40,000
VID	9,757

- **BOA FMV:** The Board of Assessors Fair Market Value, which is automatically pulled from the Real Property record for this parcel.
- **21 Day:** The value for the property that the Board of Assessors sets after a review of the property when the appeal is initially filed.
- **BOE:** The value for the property as determined by the Board of Equalization after they hear the Appeal. This value will be passed to the BOE Value field on the Real Property General Information Form.
- **Arbitration:** The property owner may choose to appeal to an arbitration board instead of the Board of Equalization. If that is true, then the value resulting from the Arbitrator's decision would be entered in the Arbitration field. NOTE: You cannot have both a BOE Value on the Appeals Form AND an Arbitration Value; it must be one or the other.
- **Superior Court:** The value of the property as determined by the Superior Court after the Appeal is heard in Court.
- **Resolved:** The value of the property that the owner finally accepts. This can also be the case when the owner no longer appeals. An example might be if the 21-day notice is mailed and the owner does not appeal to the BOE, then the 21-day value should then be moved to resolved and the appeal status changed to resolved.
- **Current Value:** The value of the property based upon whatever stage the Appeal is in. For example, if the BOE decision has been made, the value handed down from the BOE should appear in Current Value and also in the BOE Value field.
- **Return:** The Return Value of the property is taken from the Return Value field on the Real and Personal Property General Info forms if the Return Value is greater than zero. Otherwise, the previous value is placed in this field. In the case of prebilled manufactured homes or motor vehicles, the Return Value must be keyed by the user. If no value is entered, WinGAP will place the BOA FMV Value in this field.
- **VID:** The Value In Dispute, which is the difference between the Current Value and the Return Value. The VID is calculated by WinGAP. If a value is entered in one of the value fields discussed above, the user must tab through the value fields to allow the VID to be properly calculated. The VID is critical for digest submission.

Dates Fields

Dates		
Notice	/ /	
Appealed	/ /	
21 Day Notice	/ /	
BOE	/ /	
Arbitration	/ /	
Sup Court	/ /	

- **Notice:** The Date of the Assessment Notice for the property
- **Appealed:** The Date the appeal was filed
- **21 Day Notice:** The Date the 21 Day Notice was mailed
- **BOE:** The Date of the BOE decision
- **Arbitration:** The Date of the Arbitration decision.
- **Sup Court:** The Date of the Superior Court decision

After keying all the relevant data, the Apply Button can be clicked to save the information, remain on the Appeals Form, and view the information, as seen below, or the OK Button can be clicked to save the information and return to the Real Property General Information Form.

WinGAP - Appeals

Appeal No: 0 Status: Active PIN: 001-014 Acct #: 14 Acres: 116.61
 Appeal Year: 2008 Type: Real Appraiser: Felix

Owner Information

Last, First, MI: [] [] []
 Corpname: BURKE JESSE W JR & [Search]
 Agent: []
 Address1: JOSEPH L SR
 Address2: 673 HWY 17 NORTH
 Address3: []
 City / State / Zip: MILLEN GA 30442-
 Legal Desc: 116.61 AC HWY 17 N
 Homephone: () - [] Workphone: () - []
 Comments: []

Motor Vehicles

VIN: [] Mileage: 0
 Tag No: [] Condition: []
 Decal: []
 Decal Yr: []

Values

BOA FMV	49,757
21-Day	0
BOE	0
Arbitration	0
Superior Court	0
Resolved	0
Current	0
Return	40,000
VID	9,757

Dates

Notice	03/15/2007	[]
Appealed	04/01/2007	[]
21 Day Notice	/ /	[]
BOE	/ /	[]
Arbitration	/ /	[]
Sup Court	/ /	[]

[Help] [Cancel] [New] [Delete] [Apply] [OK]

Search Button

Owner Information

Last, First, MI: [] [] []
 Corpname: PRICE SALLY JO
 Agent: []

[Search]

Appeals can be searched for by clicking the Appeals Search Button, to the right of the Corpname field on the Appeals Form, as seen above. This will produce the Appeals Query Form, as shown on the next page. Current and past year Appeals for this property as well as appeals for other properties can be searched for and displayed on the Query Form. The Appeal can be viewed, updated, or deleted on the Appeals Form.

WinGAP - Appeals

Appeal No: 110 Status: Active (BOA) PIN: 001-004 Acct #: 4 Acres: 1.00
 Appeal Year: 2004 Type: Real Appraiser: Doris Burke

Query

Clear Query Close Query Query

APPEAL_YR	REALKEY	PERSKEY	MOBILEKEY	APPEAL_NO	APPEALTYPE	APP.
2004	4	0	0	R		06/05/2004
2002	4	0	0	R		06/28/2002

Manufactured Housing

Mfg: Model: Width: 0 Decal Yr: Decal No: Year Built: Account #: 0

Values

BOA FMV: 1,650
 21-Day: 0
 BOE: 0
 Arbitration: 0
 Superior Court: 0
 Resolved: 0
 Current: 1,650
 Return: 750
 VID: 900

Dates

Notice: 05/25/2004
 Appealed: 06/05/2004
 21 Day Notice: / /
 BOE: / /
 Arbitration: / /
 Sup Court: / /

Cancel New Delete Apply OK

Clicking on the Search Button will display a list of all appeals for this property. If there is more than one Appeal is the list box, the information for any of these Appeal can be displayed by clicking on the desired item in the list box.

To search for other Appeals the user can employ up to four Query criteria. For example, to find all Appeals for owners with Last Names of Bolton that have an Appeal Type of R (for Real property), the user can

- click on the first Query combo box,
- select the Last Name item from the list of field items in the Query field list,
- key the query criteria, in this case Bolton, into the field to the right of the combo box.
- the Tab key will take the user to the second Query field list,
- the Appeal Type item is selected,
- the letter R is keyed in the field to the right of the second combo box
- the user clicks the Query Button,
- a list of all appeals that meet these two criteria will display in the list box, as seen in the image on the next page.

WinGAP - Appeals

Appeal No: 20 Status: Withdrawn PIN: 010-049 Acct #: 570 Acres: 36.54
 Appeal Year: 2002 Type: Real Appraiser: Snake Pliskin

Query

LASTNAME - C: Bolton
 APPEALTYPE - C: R
 Clear Query
 Close Query
 Query

APPEAL_YR	REALKEY	PERSKEY	MOBILEKEY	APPEAL_NO	APPEALTYPE	APP
2002	570	0	0	R	06/25	
2002	258	0	0	R	06/25	

Values

BOA FMV: 56,715
 21-Day: 0
 BOE: 0
 Arbitration: 0
 Superior Court: 0
 Resolved: 0
 Current: 56,715
 Return: 28,827
 VID: 27,888

Dates

Notice: 06/18/2002
 Appealed: 06/25/2002
 21 Day Notice: / /
 BOE: / /
 Arbitration: / /
 Sup Court: / /

Manufactured Housing

Mfg:
 Model:
 Width: 0 Decal Yr:
 Length: 0 Decal No:
 Year Built: Account #: 0

Cancel New Delete Apply OK

The information for the desired Appeal is viewed by clicking on the Appeal item in the list box, which pulls the information for that Appeal into the Appeals Form, as seen below. The Appeals information can then be viewed, updated, or deleted as desired.

WinGAP - Appeals

Appeal No: 21 Status: Inactive PIN: 005-033 Acct #: 258 Acres: 28.00
 Appeal Year: 2002 Type: Real Appraiser: Donald Rich

Owner Information

Last, First, MI:
 Corpname: BOLTON EDDIE C Search
 Agent:
 Address1: 3805 LANE ROAD
 Address2:
 Address3:
 City / State / Zip: MILLEN GA 30442
 Legal Desc:
 Homephone: () - Workphone: () -
 Comments:
 Comments:

Values

BOA FMV: 58,180
 21-Day: 0
 BOE: 0
 Arbitration: 0
 Superior Court: 0
 Resolved: 0
 Current: 58,180
 Return: 50,884
 VID: 7,296

Dates

Notice: 06/18/2002
 Appealed: 06/25/2002
 21 Day Notice: / /
 BOE: / /
 Arbitration: / /
 Sup Court: / /

Manufactured Housing

Mfg:
 Model:
 Width: 0 Decal Yr:
 Length: 0 Decal No:
 Year Built: Account #: 0

Cancel New Delete Apply OK

The user can return to the Appeals Query Form to search for another Appeal by again clicking the Search Button. The previous query can be cleared by clicking the Clear Query Button, and another Query performed, or the Query Form can be closed by clicking the Close Query Button. When all Appeal viewing and editing is finished, the user can click the OK Button on the Appeals Form to save any changes and return to the main WinGAP screen. If no changes are made or saving changes is not desired, then the user may click the Cancel button.

Editing An Appeal

An Appeal is edited by clicking on the Appeals Button on the Real Property General Information Form. The most recently entered Appeal will display. Changes in Appeal items as Appeal Status, Values, or Dates can be made. The user should click the **Ok** Button to leave the Appeal Form.

Deleting An Appeal

As on other Forms in WinGAP, the **Delete** Button at the bottom of the Appeals Form is used to delete an Appeal. The Appeal to be deleted must first be selected and displayed on the Appeals Form. After clicking the **Delete** Button the message "Are you sure you want to delete this record?" will appear, where the **Yes** Button can be clicked to delete the Appeal; clicking on the **No** Button will cancel the deletion and return the user to the Appeals Form.

Exiting the Appeals Form

After adding, editing, or deleting an Appeal, the user can leave the Form by clicking the **OK** Button, returning to the Real Property General Information Form. The Appeals Button will now display the number of Appeals for this parcel, as shown below. The **Appeals** Button can be clicked to return to the Appeals Form if further changes are needed to this Appeal. An asterisk on the appeals button indicates that there is an active appeal associated with the parcel. The number in parenthesis indicates how many appeals, active and inactive, are present.

WinGAP - Real Property General Information - CHERRY THOMAS R & MARY B : G01 00 013

<< Top < Prev Next > End >> Account Number 6941 Duplicate Notice Special District

PIN (1) G01-00-013- Tax District 01 - Unincorporated

Alt PIN Asmt Reason Property Value Update

Street Information

House #	Ext	Dir	Units	Street Name
344				STONEGABLE CT

Type	Quad	Latitude	Longitude	Zip Code
				-

Property Information

LL	LD	GMD	Zoning

Legal : PB 10/168 DB 376/119 LOT 16 BLK C STONEGABLES

Neighborhood Gray

Lendor Total Acres 2.04

Subdivision

Lot Blk Sec Phse

Exemption Information

Homestead S0 HS App Date / /

Covenant

Floating Homestead

Original	0
Current	0
State HS Val	0
BOE Value	0
BOE Year	0

Values

	Previous	Current	Return	Curr-MAV	Prev-MAV
	74,832	81,913	0	81,913	74,832

History

	2000	
	71,706	
	0	0
	0	0

FMV **MAV**

	FMV	MAV
Land (1)	10,812	10,812
Res Imp (1)	71,101	71,101
Com Imp	0	0
Acc Imp	0	0

Edit Information

Data Entry Nologin Edit History

Review / /

Appraiser

Alternate

Comments

GRADE ON HOUSE WAS WRONG CHANGED FROM 90 TO 100 FOR 2002 J55B00 016

Buttons: Future, New Owner, Transfer Items, Transfer, Sales (1), Appeals* (1), Dup Items, Income, Map It, Documents, Cancel, Delete, New, Apply, OK

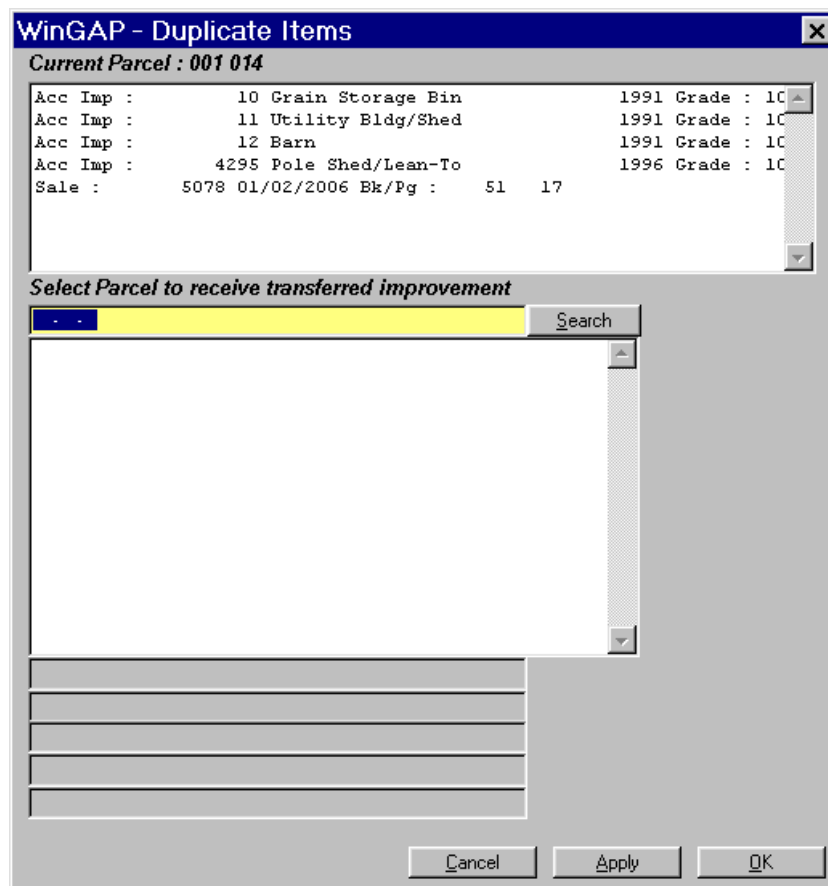
Duplicate Items Form

Real Property Items such as Improvements, Sales, and Permits can be duplicated, or copied from one parcel to another when necessary, such as when a Subdivision is being built and many of the houses are similar in structure and other construction characteristics, by clicking the Dup Items (Duplicate Items) Button on the Real Property General Information Form.



Future
New Owner
Transfer Items
Transfer
Sales (2)
Permits (1)
Appeals* (1)
Dup Items

This will produce the Duplicate Items Form.



WinGAP - Duplicate Items

Current Parcel : 001 014

Acc Imp :	10 Grain Storage Bin	1991 Grade : 1C
Acc Imp :	11 Utility Bldg/Shed	1991 Grade : 1C
Acc Imp :	12 Barn	1991 Grade : 1C
Acc Imp :	4295 Pole Shed/Lean-To	1996 Grade : 1C
Sale :	5078 01/02/2006 Bk/Pg : 51 17	

Select Parcel to receive transferred improvement

Search

Cancel Apply OK

A list of the Property Items currently on this parcel will appear in the list box at the top of the Form. The user should now select the parcel to which the Improvement is to be copied, or duplicated. This is done by keying in the parcel number in the yellow parcel number field and clicking the Search Button. A list of parcels beginning with the keyed parcel number will display in the list box beneath the parcel number field. The user can click in the list box on the parcel that is to receive the improvement to verify that this is the correct parcel, as shown on the next page.

WinGAP - Duplicate Items

Current Parcel : 001 014

Acc Imp :	10 Grain Storage Bin	1991 Grade : 1C
Acc Imp :	11 Utility Bldg/Shed	1991 Grade : 1C
Acc Imp :	12 Barn	1991 Grade : 1C
Acc Imp :	4295 Pole Shed/Lean-To	1996 Grade : 1C
Sale :	5078 01/02/2006 Bk/Pg : 51 17	

Select Parcel to receive transferred improvement

001 - - Search

001 001	57.00 \$0
001 002	2.00 \$0
001 003	1.73 \$0
001 004	1.00 \$0
001 005	11.00 \$0
001 006	0.68 \$0
001 008	0.55 \$0
001 009	0.00 \$0
001 010	10.00 \$0
001 011	0.24 \$2
001 012	0.21 \$0
001 013	0.64 \$0
001 013A	0.27 \$0
001 014	116.61 \$0

FRYE L B MRS JR
1616 S HERNDON ROAD
Legal : .18 AC BLOCK BLDG S HERNDON RD
Acres : 10.00
Account [realkey] : 9

Cancel Apply OK

If this is the correct parcel, the next step in the Duplicate Items process is to select the item to be transferred. This is done by clicking on the appropriate item in the list box at the top of the Form, as seen below.

WinGAP - Duplicate Items

Current Parcel : 001 014

Acc Imp :	10 Grain Storage Bin	1991 Grade : 1C
Acc Imp :	11 Utility Bldg/Shed	1991 Grade : 1C
Acc Imp :	12 Barn	1991 Grade : 1C
Acc Imp :	4295 Pole Shed/Lean-To	1996 Grade : 1C
Sale :	5078 01/02/2006 Bk/Pg : 51 17	

Select Parcel to receive transferred improvement

001 - - Search

001 001	57.00 \$0
001 002	2.00 \$0
001 003	1.73 \$0
001 004	1.00 \$0
001 005	11.00 \$0
001 006	0.68 \$0
001 008	0.55 \$0
001 009	0.00 \$0
001 010	10.00 \$0
001 011	0.24 \$2
001 012	0.21 \$0
001 013	0.64 \$0
001 013A	0.27 \$0
001 014	116.61 \$0

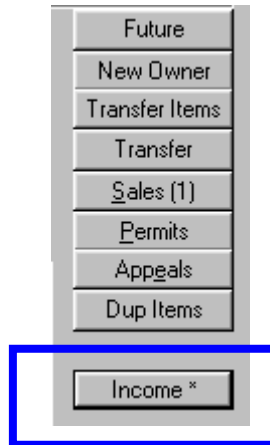
FRYE L B MRS JR
1616 S HERNDON ROAD
Legal : .18 AC BLOCK BLDG S HERNDON RD
Acres : 10.00
Account [realkey] : 9

Cancel Apply OK

The Apply Button can be clicked to duplicate the item on the selected parcel and remain on the Duplicate Items Form, or the OK Button can be clicked to duplicate the item and return to the Real Property General Information Form. Only one Property Item at a time can be duplicated using the Duplicate Items Form.

Income Form

The Income Form is used to add, edit, or delete information used to value property by the Income Approach. The Form is accessed by clicking the **Income Button** located on the bottom right of the **Real Property General Information Form**, as seen below. If the parcel has an existing Income Detail record, an asterisk will appear on the Income Button, as seen below.



Clicking this button will take the user to the Income Details Form, as seen below. The Income Model Type used to value this property will be highlighted in the list box at the top of the Income Details Form.

WinGAP - Income Details

MODELKEY	MODELTYPE	DESCRIP	BED1_DESC	BED1	Bl
2	4	Fair Oaks/Park Oaks/Timberline/Old Creek	3 Bedroom	795	2
3	3	Stonecrest	3 Bed / 3 Bath Flat	1050	2
4	3	Whistlebury Walk	2 Bed TH	950	3
5	4	Woodsong	3 Bed / 3 Bath	1140	3
6	4	Creekstone	2 Bed / 2 Bath	650	1

Valuation Details

	Base	Adj	Final	Units	Income
3 Bedroom	795	0 %	795	1	795
2 Bedroom	650	0 %	650	1	650
Three Bedroom	0	0 %	0	0	0
Four Bedroom	0	0 %	0	0	0
Five Bedroom	0	0 %	0	0	0
Six Bedroom	0	0 %	0	0	0
\$ / SF	0.00	0 %	0.00	0	0
\$ / Room	0	0 %	0	1	0
GRM	100.00	0 %	100.00	0	1,445
Misc. Income	0				
Vacancy %	0	0 %	0		
Expenses %	0	0 %	0		
Cap Rate	0.000	0 %	0.000		

Comments:

Model Term: *Annual*

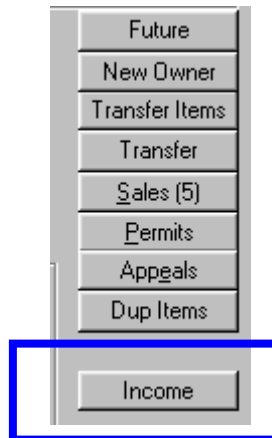
Income Details Summary:

PGI	1,445
EGI	1,445
NOI	144,500
Total Value	0
Personal Value	144,500
Real Value	7,315
Land Value	137,185
Imp Value	

☒ Income as Parcel Current Value

Buttons: Cancel, Delete, New, Apply, OK

The Income Button will not have an asterisk if no Income record exists on the Parcel, as seen below.



When the Income Form is first accessed, and no Income information has yet been added for the Parcel, the data entry fields on the Income Details Form are "grayed out", as seen below. To add new Income information, the user must click the **New** Button on the Income Form to gain access to these fields. (**NOTE:** Only one Income Details record can be added for each parcel.)

WinGAP - Income Details

MODELKEY	MODELTYPE	DESCRIP	BED1_DESC	BED1	B1
2	4	Fair Oaks/Park Oaks/Timberline/Old Creek	3 Bedroom	795	2
3	3	Stonecrest	3 Bed / 3 Bath Flat	1050	2
4	3	Whistlebury Walk	2 Bed TH	950	3
5	4	Woodsong	3 Bed / 3 Bath	1140	3
6	4	Creekstone	2 Bed / 2 Bath	650	1

Valuation Details

	Base	Adj	Final	Units	Income
One Bed	0	0 %	0	0	0
Two Bed	0	0 %	0	0	0
Three Bed	0	0 %	0	0	0
Four Bed	0	0 %	0	0	0
Five Bed	0	0 %	0	0	0
Six Bed	0	0 %	0	0	0
\$ / SF	0.00	0 %	0.00	0	0
\$ / Room	0	0 %	0	0	0
GRM	0.00	0 %	0.00	0	0
Misc. Income	0			Reset	0
Vacancy %	0	0 %	0		0
Expenses %	0	0 %	0		0
Cap Rate	0.000	0 %	0.000		0
Comments	Reset				0

Dig Class

- ☐ RES
- ☐ AGR
- ☐ COM
- ☐ IND

PGI

- 0 EGI
- 0 NOI
- 0 Total Value
- 0 Personal Value
- 0 Real Value
- 0 Land Value
- 0 Imp Value

☐ Income as Parcel Current Value

Model Term: Annual

Buttons: Cancel, Delete, New, Apply, OK

The existing Income Models display in the list box at the top of the Form. When adding any property on the Income Details Form, the correct Model Type must first be selected from this list.

After clicking the New Button the user must first select the correct Model Type, as mentioned earlier, in the list box at the top of the Income Details Form. Selecting the Model Type will fill in the appropriate fields on the Income Details Form for that Model Type, as shown below, where the Income Model that is selected is a \$/SF Model type. Only fields that are required for the selected Income Model are enabled and available for data entry.

MODELKEY	MODELTYPE	DESCRIP	BED1_DESC	BED1	Bt
18	4	Lindall Apts/Eaglewood	2 Bed / 2.5 Bath Townhome	700	11
19	4	Dement Acres	2 Bed / 1 Bath	450	Tv
20	4	2155 S Milledge	4 Bed / 4 Bath	1800	5
21	4	Cedar Village	2 Bed / 1 Bath Level	475	21
22	4	Cabin Lane	2 Bed / 1 Bath 880 SF	485	21

	Base	Adj	Final	Units	Income
3 Bedroom	1,800	0 %	0	0	0
2 Bedroom	2,000	0 %	0	0	0
Three Bedroom	0	0 %	0	0	0
Four Bedroom	0	0 %	0	0	0
Five Bedroom	0	0 %	0	0	0
Six Bedroom	0	0 %	0	0	0
\$ / SF	0.00	0 %	0.00	0	0
\$ / Room	0	0 %	0	0	0
GRM	95.00	0 %	0.00	0	0
Misc. Income	0				
Vacancy %	0	0 %	0		
Expenses %	0	0 %	0		
Cap Rate	0.000	0 %	0.000		

Dig Class	PGI	EGI	NOI	Total Value	Personal Value	Real Value	Land Value	Imp Value
<input type="checkbox"/> RES	0	0	0	0	0	0	66,586	0
<input type="checkbox"/> AGR								
<input type="checkbox"/> COM								
<input type="checkbox"/> IND								

Income as Parcel Current Value ☐

The user then adds the remaining data and/or adjustments required to generate an Income Value for the property. A discussion of all fields on the Income Details Form follows.

Valuation Details section

- **Unit Description / Base Rate:** Directly beneath the Valuation Details heading on the Income Details Form are the Unit Descriptions and Base rates. This information is taken from the Income Schedule for that Income Model Type. These items are not accessible on the Income Details Form. Depending on the Model Type, the appropriate field(s) will be completed from schedule information. For example, under the \$ / SF Model Type the Base amount will be placed on the \$/SF row as shown above.
- **Adj:** An appraiser determined adjustment for this particular property can be keyed here. The expression should be expressed as a percentage with no decimal places.
- **Final:** The Base Rate multiplied times any adjustment will produce the Final value for that individual type.
- **Units:** The number of Units in the property that are of that type.
- **Income:** The total Income from that type. The Income is generated by WinGAP using the following formula: Base x Adj x Units.
- **Misc. Income:** Any miscellaneous income derived from the property.
- **PGI:** The Potential Gross Income is calculated by WinGAP based on the Model Type and data provided.
- **EGI:** The Effective Gross Income, which is the PGI (Potential Gross Income) less (Vacancy and Collection Loss + Miscellaneous Income).

- **NOI:** The Net Operating Income is calculated by WinGAP based on the Model Type and data provided.
- **Total Value:** The Total Value represents the value of land and improvements based on the Model Type and data provided.
- **Personal Value:** Any personal property value that should be deducted from the Total Value should be entered in this field.
- **Real Value:** The Real Value is calculated by subtracting Personal Value from Total Value.
- **Land Value:** The land value that the Income property resides on. The Land Value is taken from the Fair Market Value of the land which is generated from the land schedules and land characteristics.
- **Imp Value:** The Real Value minus the Land Value. The Land Value and Imp Value are separated to conform with Georgia Code which requires that land and improvement values be separated for digest purposes.

Income as Current Value checkbox

This box should be checked if the Income Value is to be placed on the digest. If the box is checked, the user will see the text **Income** highlighted in red to the right of the Current Value field on the Real Property General Information Form.

Reset Buttons

The Reset Buttons beneath the **Adj** and **Units** fields can be clicked to reset the values in those fields to zero and quickly restart the Income valuation process.

Dig Class Checkboxes

The appropriate Digest Class for the Income property can be selected by clicking in one of the **Dig Class** checkboxes.

Comments

Any comments about this Income property can be entered in this field.

Model Term (Annual/Monthly)

The Income Model Term displays on the lower left of the Income Details Form. If the Monthly Rate option is checked on the Income Model Form for that Model, the Model Term will be Monthly; otherwise it will display as Annual.

\$ / SF Income Model Type

After all the information is added and the user clicks apply, the Income Details Form for the **\$ /SF Income Model Type**, Model Type 1, appears as shown below.

WinGAP - Income Details

MODELKEY	MODELTYPE	DESCRIP	BED1_DESC	BED1_Bt
30	3	Athens Highlands	2 Bed/ 1 Bath (Lower)	615 21
31	4	Southampton New	3 Bed / 3.5 Bath w/Bsmt	975 21
32	3	Mi Casa	2 Bed/ 1 Bath	615 11
33	1	Moss Point Manor	One Bedroom	0 Tv
34	2	Cove Street Market Place	One Bedroom	0 Tv

Valuation Details

	Base	Adj	Final	Units	Income
3 Bedroom	0	0 %	0	0	0
2 Bedroom	0	0 %	0	0	0
Three Bedroom	0	0 %	0	0	0
Four Bedroom	0	0 %	0	0	0
Five Bedroom	0	0 %	0	0	0
Six Bedroom	0	0 %	0	0	0
\$ / SF	2.00	0 %	2.00	100,000	200,000
\$ / Room	0	0 %	0	0	0
GRM	0.00	0 %	0.00	0	200,000
Misc. Income	0			Reset	100,000
Vacancy %	50	0 %	50		75,000
Expenses %	25	0 %	25		7,500,000
Cap Rate	1.000	0 %	1.000		0
Comments				Reset	7,500,000
					0
					7,500,000

Dig Class

- ☐ RES
- ☐ AGR
- ☒ COM
- ☐ IND

Income as Parcel Current Value

☐ Income as Parcel Current Value

Model Term: *Annual*

Buttons: Cancel, Delete, New, Apply, OK

\$ / Room Income Model Type

The Income Details Form for a **\$ / Room Income Model Type**, Model Type 2, would appear similar to the one below.

WinGAP - Income Details

MODELKEY	MODELTYPE	DESCRIP	BED1_DESC	BED1	Bt
30	3	Athens Highlands	2 Bed/ 1 Bath (Lower)	615	21
31	4	Southampton New	3 Bed / 3.5 Bath w/Bsmt	975	21
32	3	Mi Casa	2 Bed/ 1 Bath	615	11
33	1	Moss Point Manor	One Bedroom	0	Tv
34	2	Cove Street Market Place	One Bedroom	0	Tv

Valuation Details

	Base	Adj	Final	Units	Income
3 Bedroom	0	0 %	0	0	0
2 Bedroom	0	0 %	0	0	0
Three Bedroom	0	0 %	0	0	0
Four Bedroom	0	0 %	0	0	0
Five Bedroom	0	0 %	0	0	0
Six Bedroom	0	0 %	0	0	0
\$ / SF	0.00	0 %	0.00	0	0
\$ / Room	1,000	0 %	1,000	50	50,000
GRM	0.00	0 %	0.00	0	50,000
Misc. Income	0			Reset	12,500
Vacancy %	75	0 %	75		6,250
Expenses %	50	0 %	50		500,000
Cap Rate	1.250	0 %	1.250		0
Comments	Reset				500,000
					0
					500,000
					0
					500,000

Dig Class

- ☐ RES
- ☐ AGR
- ☒ COM
- ☐ IND

Income as Parcel Current Value

☐ Income as Parcel Current Value

Model Term: Annual

Buttons: Cancel, Delete, New, Apply, OK

\$ / Bedroom Income Model Type

The Income Details Form for a \$ / Bedroom Income Model Type, Model Type 3, would appear similar to the one below.

WinGAP - Income Details

MODELKEY	MODELTYPE	DESCRIP	BED1_DESC	BED1	Bt
18	4	Lindall Apts/Eaglewood	2 Bed / 2.5 Bath Townhome	700	11
19	4	Dement Acres	2 Bed / 1 Bath	450	Tv
20	4	2155 S Milledge	4 Bed / 4 Bath	1800	5
21	4	Cedar Village	2 Bed / 1 Bath Level	475	21
22	4	Cabin Lane	2 Bed / 1 Bath 880 SF	485	21

Valuation Details

	Base	Adj	Final	Units	Income
3 Bedroom	1,800	0 %	1,800	20	36,000
2 Bedroom	2,000	0 %	2,000	25	50,000
Three Bedroom	0	0 %	0	0	0
Four Bedroom	0	0 %	0	0	0
Five Bedroom	0	0 %	0	0	0
Six Bedroom	0	0 %	0	0	0
\$ / SF	0.00	0 %	0.00	0	0
\$ / Room	0	0 %	0	0	0
GRM	95.00	0 %	95.00	0	86,000
Misc. Income	0				
Vacancy %	0	0 %	0		
Expenses %	0	0 %	0		
Cap Rate	0.000	0 %	0.000		

Comments:

Income Summary

PGI	86,000
EGI	86,000
NOI	86,000
Total Value	8,170,000
Personal Value	0
Real Value	8,170,000
Land Value	0
Imp Value	8,170,000

☐ Income as Parcel Current Value

Dig Class

- ☐ RES
- ☐ AGR
- ☒ COM
- ☐ IND

Model Term: *Annual*

Buttons: Cancel, Delete, New, Apply, OK

GRM Income Model Type

Finally, the Income Details Form for a **GRM Income Model Type**, Model Type 4, would appear similar to the one shown below.

WinGAP - Income Details

MODELKEY	MODELTYPE	DESCRIP	BED1_DESC	BED1	Bl
7	4	Deer Creek	2 Bed	525	Tv
8	3	Campus Lodge	2 Bed / 2 Bath	828	Tv
9	4	Oak Ridge	2 Bed / 2 Bath Flat	695	Tv
10	4	Hillside	2 Bed / 2 Bath Flat	650	Tv
11	4	Scenic Hills	2 Bed / 2.5 Bath TH	750	Tv

Valuation Details

	Base	Adj	Final	Units	Income	Dig Class
2 Bed / 2 Bath Flat	695	0 %	695	100	69,500	<input type="checkbox"/> RES
Two Bedroom	0	0 %	0	0	0	<input type="checkbox"/> AGR
Three Bedroom	0	0 %	0	0	0	<input checked="" type="checkbox"/> COM
Four Bedroom	0	0 %	0	0	0	<input type="checkbox"/> IND
Five Bedroom	0	0 %	0	0	0	
Six Bedroom	0	0 %	0	0	0	
\$ / SF	0.00	0 %	0.00	0	0	
\$ / Room	0	0 %	0	0	0	
GRM	8.20	0 %	8.20	0	69,500	
Misc. Income	0			Reset	69,500	
Vacancy %	0	0 %	0		69,500	
Expenses %	0	0 %	0		569,900	
Cap Rate	0.000	0 %	0.000		0	
Comments	Reset				569,900	
					66,586	
					503,314	

Income as Parcel Current Value ☒

Model Term: Annual

Buttons: Cancel, Delete, New, Apply, OK

Income as Parcel Current Value checkbox

As mentioned earlier, if the Income Value is to be used as the Parcel Current Value, a checkmark should be placed in the Income as Current Value checkbox at the bottom right of the Income Details form, as seen below.

WinGAP - Income Details

MODELKEY	MODELTYPE	DESCRIP	BED1_DESC	BED1	Bl
7	4	Deer Creek	2 Bed	525	Tv
8	3	Campus Lodge	2 Bed / 2 Bath	828	Tv
9	4	Oak Ridge	2 Bed / 2 Bath Flat	695	Tv
10	4	Hillside	2 Bed / 2 Bath Flat	650	Tv
11	4	Scenic Hills	2 Bed / 2.5 Bath TH	750	Tv

Valuation Details

	Base	Adj	Final	Units	Income	Dig Class
2 Bed / 2 Bath Flat	695	0 %	695	100	69,500	<input type="checkbox"/> RES
Two Bedroom	0	0 %	0	0	0	<input type="checkbox"/> AGR
Three Bedroom	0	0 %	0	0	0	<input checked="" type="checkbox"/> COM
Four Bedroom	0	0 %	0	0	0	<input type="checkbox"/> IND
Five Bedroom	0	0 %	0	0	0	
Six Bedroom	0	0 %	0	0	0	
\$ / SF	0.00	0 %	0.00	0	0	
\$ / Room	0	0 %	0	0	0	
GRM	8.20	0 %	8.20	0	69,500	
Misc. Income	0			Reset	69,500	
Vacancy %	0	0 %	0		69,500	
Expenses %	0	0 %	0		569,900	
Cap Rate	0.000	0 %	0.000		0	
Comments	Reset				569,900	
					66,586	
					503,314	

PGI
EGI
NOI
Total Value
Personal Value
Real Value
Land Value
Imp Value

☒ Income as Parcel Current Value

Model Term: Annual

Cancel Delete New Apply OK

The Income Value will be used as the Current Value of the Parcel, and will be displayed in the Current Value field on the Real Property General Information form, next page.

WinGAP - Real Property General Information - DHIRAJ ENTERPRISE LLC

<< Top < Prev **Next >** End >> Account Number 1758 Duplicate ☒ Notice ☐ Special District

PIN (1) M14 -041 - Tax District 02 - Incorporated

Alt PIN Asmt Reason Ownership Change

Street Information

House #	Ext	Dir	Units	Street Name
424				HWY 25 NORTH

Type Quad Latitude Longitude Zip Code

Property Information

LL LD GMD 1635 Zoning

Legal: 1.0 AC DAYS INN MOTEL HWY 25 N

Neighborhood

Lendor Total Acres 1.00

Subdivision

Lot Blk Sec Phse

Exemption Information

Homestead S0 HS App Date 08/28/1998

Pref YR

CUV YR

Hist YR

Hist Val 0

EZ Yr

EZ Val 0

Floating Homestead

Original 0

Current 0

State HS Val 0

Values

Previous	Current	Return	BOE / YR
892,174	569,900		0 0

History

Year	Value
2003	892,174
2002	892,174
2001	892,174

Edit Information

Data Entry Nologin Edit History

Review 06/30/1900

Appraiser

Alternate

Comments

FROM PRIAM LODGING

Buttons: Help Cancel Delete New Apply OK

The text **Income** will be highlighted in red to the right of the Current Value field on the Real Property General Information Form. There will also be an asterisk "*" to the right of Income on the Income button on the lower right of the Real Property General Information form.

Prebilled Mobile Homes Form

The Prebilled Mobile Homes Form, below, is used to add, edit, or delete Prebilled Mobile Homes. The Form can be reached by any one of several methods:

- 1) by clicking on the **Prebill MH** button on the WinGAP Toolbar, which will produce the Prebill Mobile Home Search Form. A Prebilled Owner can then be located, which will produce the Prebilled Mobile Homes form;
- 2) selecting a Prebilled Mobile Home Owner through the Owner Search screen and clicking on the **Prebill MH** button in the upper right hand corner of the screen, which will produce the Prebilled Mobile Homes form;
- 3) by clicking on the Property Maintenance option on the WinGAP Menu Bar, then on Manufactured Housing, then Prebill, which will also produce the Prebilled Mobile Home Search Form, where a Prebilled Owner can then be located, which will produce the Prebilled Mobile Homes form.

WinGAP - Manufactured Housing - ADAMS DAVID & BETTY : 1 of 1

MH Key : 3054 - 1998 32 x 52 Bellcrest Unknc PIN J52 -00 -114 -

Appraiser Key 3054

Review Date / /

Improvement Information

Mfg Bellcrest Story Height 1 Story

Model Unknown Decal Yr Decal No

Class Good Serial No

Year Model 1998 Purch Price 0

Eff Yr Blt Exempt Yr Purchased

Size 32 x 52 Tip Out

Size 0 x 0 = 0 Adj 0.00

Transfer

Transfer to Homestead

Depreciation

Condition Good

Calc Dep 0.92

Ovr Dep 0.00

Func Obs 1.00

Econ Obs 1.00

Values

RCN 40,568 MAV

NADA 0

MH Calc 37,323

MH Ovr 0

Add-Ons 19

Total 37,342

Last Calc 35,313

Characteristics

Ext Wall Vinyl Heat/Air Central Heat/AC

Roofing Asphalt Shingle Fireplace

Foundation Other Bedrooms 0

Full Baths 2

Half Baths 0

Single Fixt 0

Previous Values

Prev Box 0 Prev Addon 0 Total Previous 0

Location Info

House No 0 Ext Direction

Street

St Type Quad

Park Lot No

Tax District 01 - Unincorporated

Comments

GENE RUSSELLS PROP

Cancel New Delete Apply OK

Once on the PreBilled Mobile Homes Form, the Owner's Name is shown in the Title Bar at the top of the form. The data for an **Existing** Real Property parcel will be displayed in the fields for editing purposes, as shown in the image above. The fields on the Form will be "grayed out" if adding a **New** Prebilled Mobile Home, as shown on the next page. The **New** Button must be clicked at this point to begin keying the data

WinGAP - Manufactured Housing : 0 of 0

MH PIN

Appraiser Key

Review Date

Improvement Information

Mfg Story Height

Model Decal Yr Decal No

Class Serial No

Year Model Purch Price

Eff Yr Blt ☐ Exempt Yr Purchased

Size x ☐ Tip Out

Size x = Adj

Characteristics

Ext Wall Heat/Air Full Baths

Roofing Fireplace Half Baths

Foundation Bedrooms Single Fxt

Previous Values

Prev Box Prev Addon Total Previous

Location Info

House No Ext Direction

Street

St Type Quad

Park Lot No

Tax District

Comments

Depreciation

Condition

Calc Dep

Ovr Dep

Func Obs

Econ Obs

Values

RCN

NADA ☐

MH Calc ☒

MH Ovr

Add-Ons

Total

Last Calc

A discussion of all fields on the Mobile Homes Form follows. The field sequence is the same as when adding a **NEW** Prebilled Mobile Home record.

At the top of the Form are five fields.

WinGAP - Manufactured Housing : 0 of 0

MH PIN

Appraiser Key

Review Date

Depreciation

- **MH**: When no Mobile Homes exist for this Owner, this field is blank. When editing Mobile Homes, the field will display important identifying information about the first Mobile Home for this Owner, including the:

- Year Built
- Size
- Manufacturer
- Model

If there is more than one Mobile Home for this Owner, the user can click on the field combo box to directly access any of this Owner's other Mobile Homes without leaving this Form. This field cannot be directly edited by the user.

- **PIN**: The Parcel Number where this Prebilled Mobile Home is located is keyed in this field.
- **Appraiser**: The Appraiser for this Mobile Home can be selected from the ones available in the combo box, or the Appraiser's Name can be keyed into the field.
- **Key**: The Mobilekey for this Prebilled Mobile Home will be automatically inserted into this field by WinGAP. This field is not accessible to the user.

- **Review Date:** The last date that this Mobile Home was reviewed or the date the Mobile Home is scheduled to be reviewed is keyed in the Review Date field. The date can either be keyed or the Calendar Button to the right of the field can be clicked to select and insert the date. As with any date field, the user can also right click in the Review field and select Today from the menu to insert the current date.

To the right of the Parcel Number and Key fields are the **Appeals, Photo, No Sketch / Sketch, Documents,** and **Edit History** Buttons. Once the Mobile Home record is saved, these Buttons become available to the user and Appeals, Sketches, and a Digital Photo of the Mobile Home can be added. The procedures for using these Buttons are discussed later in this section of the manual.

Improvement Information section

The screenshot shows the 'Improvement Information' section of the software. It contains several input fields and buttons:

- Mfg:** A dropdown menu.
- Model:** A dropdown menu.
- Class:** A dropdown menu.
- Year Model:** A text input field.
- Eff Yr Blt:** A text input field with an 'Exempt' checkbox.
- Size:** A field with '0' in a box, followed by 'x' and another '0' in a box, and a 'Tip Out' checkbox.
- Size:** A field with '0' in a box, followed by 'x' and another '0' in a box, followed by '=' and a '0' in a box, and an 'Adj' field with '0.00'.
- Story Height:** A dropdown menu set to '1 Story'.
- Decal Yr:** A text input field.
- Decal No:** A text input field.
- Serial No:** A text input field.
- Purch Price:** A text input field set to '0'.
- Yr Purchased:** A text input field.
- Buttons:** 'Transfer' and 'Transfer to Homestead'.

- **Mfg:** The Manufacturer of the Mobile Home, such as Fleetwood or Redman. The user can produce a listing of all Mobile Home Manufacturers by clicking on the combo box, keying the first letter of the name of the Manufacturer, and then using the Arrow or Page Up or Down keys to select the correct name, as seen below.

The screenshot shows the 'WinGAP - Manufactured Housing : 0 of 0' window. The 'Mfg' dropdown menu is open, displaying a list of manufacturers including Ramada, R-Anell, R-Anell Homes, Rebel, Redman, Redmond, Regal, Regent, Rembroke, Remic, Republic, Richardson, Richmond, Richwood, Ridgedale, Ritz Craft, Ritz-Craft Corp Of Pa, River Breese, River Mist, River Oak Hm, River Oaks, River Oaks Homes, Riverbreeze, Riverbrook, Riverchase, Rivercrest, and Rochester Homes Inc. The 'Mfg' field is set to 'Ramada'. Other fields include 'Model' (Ramada), 'Class' (R-Anell), 'Year Model' (R-Anell Homes), 'Eff Yr Blt' (Rebel), 'Size' (Redman), 'Size' (Redmond), 'Characteris' (Regal), 'Ext Wall' (Rembroke), 'Roofing' (Remic), 'Foundation' (Republic), 'Previous Va' (Richardson), 'Prev Box' (Richmond), 'Location Ir' (Richwood), 'House No' (Ridgedale), 'Street' (Ritz Craft), 'St Type' (Ritz-Craft Corp Of Pa), 'Park' (River Breese), 'Tax District' (River Mist), and 'Comments' (empty). The 'Depreciation' section shows 'Condition' (dropdown), 'Calc Dep' (1.00), 'Ovr Dep' (0.00), 'Func Obs' (1.00), and 'Econ Obs' (1.00). The 'Values' section shows 'RCN' (0), 'NADA' (0), 'MH Calc' (0), 'MH Ovr' (0), 'Add-Ons' (0), 'Total' (0), and 'Last Calc' (0). The 'MAV' button is visible. The 'Comments' section is empty. The 'Cancel', 'New', 'Delete', 'Apply', and 'OK' buttons are at the bottom.

WinGAP has a pre-built schedule of all Mobile Home manufacturers and the Mobile Home models associated with these Manufacturers located in **Tools >> Schedules / Tables >> Manufactured Housing >> Mfg / Model Listing**. Items in this schedule can be added, edited, or deleted to suit the local County situation. **NOTE:** Mobile Homes cannot be added to the schedule while the user is adding the Prebilled Mobile Home record on the Mobile Homes Form.

- **Model:** The Model of the Mobile Home, based upon the Manufacturer that was selected. The user can produce a listing of Model types for that Manufacturer by clicking on the combo box and then using the Arrow or Page Up or Down keys to select the correct name, as seen below.

The screenshot shows the 'WinGAP - Manufactured Housing : 0 of 0' window. The 'Mfg' dropdown menu is open, displaying a list of manufacturers including Redman, Abington, Advantage, Berkshire, Boanza, Breezewood, Brighton Manor, Brighton Manor Se, Crestpoint, Crestpoint Le, Designer, Flamingo, Granville, Kingswood, Kirkwood Le, Lakeside, Limited, Luxury Edition I, Luxury Edition II, Magnum, Millbrook, Monterey, New Moon, New Moon Le, New Moon Supreme, Redwood, Redwood Unlimited I, Ridgedale, and Shadowridge Le. The 'Model' dropdown is also open, showing a list of models for the selected manufacturer. Other fields visible include 'PIN' (J01-00-010-), 'Key' (0), 'Review Date' (//), 'Story Height' (1 Story), 'Decal Yr' (Decal No), 'Serial No', 'Purch Price' (0), 'Yr Purchased', 'Adj' (0.00), 'Transfer', 'Transfer to Homestead', 'Depreciation' (Condition, Calc Dep, Ovr Dep, Func Obs, Econ Obs), 'Values' (RCN, NADA, MH Calc, MH Ovr, Add-Ons, Total, Last Calc), 'Comments', and buttons for 'Cancel', 'New', 'Delete', 'Apply', and 'OK'.

As with the Manufacturer, Mobile Home models can be added, edited, or deleted to suit the local County situation by going to **Tools >> Schedules / Tables >> Manufactured Housing >> Mfg / Model Listing**.

- **Class:** The Class for the Mobile Home is assigned by WinGAP based upon how it is set up for that particular Manufacturer and Model in the schedule located in **Tools >> Schedules / Tables >> Manufactured Housing >> Mfg / Model Listing**. The Class is used in calculating the Replacement Cost New for the Mobile Home. If needed for this particular Mobile Home, the user can select from other available Class choices by either keying the first letter of the Class, such as "A" in Average; clicking on the combo box; or pressing the Down Arrow to select the Class. **Changing the Class is not advised. The Class has been set in the schedules and should not be modified for an individual home. The Class is open to change so the appraiser may observe the effect of the varying classes on value in an effort to determine what Class is appropriate for the schedule entry. The Class should always be changed back to the Class that was brought forward from the schedule.**
- **Year Built:** The Year Built represents the actual year the Mobile Home was constructed. The Year Built is used in calculating the Physical Depreciation Factor and determining both the Mobile Home Calculated Value and the Total Value of the Mobile Home.
- **Eff Year Built:** The Effective Year Built is used only when the condition of the Mobile Home reflects something different than should be present based on the original year of construction. The Eff Year Built field can be used to effectively increase or decrease the age of a Mobile Home. It is not the year the Mobile Home was remodeled. When present, the Effective Year Built is used in calculating the Physical Depreciation Factor and determining the Mobile Home Calculated Value and the Total Value of the Mobile Home.

- **Exempt:** To the right of the Effective Year Built field is the Exempt checkbox. If this Prebilled Mobile Home is to be exempt from Prebilled Mobile Homes taxes, a checkmark should be placed in this field.
- **Size:** Size refers to the Length and Width of the Mobile Home, in feet. The Width of the home must be keyed in the first Size box. Keying values in these fields takes the user to the **Tip Out** Button. If the Mobile Home has heated area that projects out from the basic rectangle of the Mobile Home, the user should click on the **Tip Out** checkbox.
- **Tip Out:** If the Mobile Home has heated area that projects out from the basic rectangle of the Mobile Home, the user should click in the Tip Out checkbox to produce the **Size** and **Adjustment** fields where this additional area can be entered, again in feet. WinGAP will calculate the additional "Tip Out" area, as seen below.

Size	24	x	60	<input checked="" type="checkbox"/> Tip Out
Size	0	x	0	= 0 Adj 0.85

The **Adj** field is used to enter an adjusting factor for the Tip Out area. The default Adjustment value is 0.85 and can be changed by the user.

- **Story Height:** The story height of the Mobile Home is selected in this field. The user can select from the possible Story Height choices (1, 1 and 1/2, and 2 Story) by clicking on the combo box; or pressing the Down Arrow to select the Story Height. The field defaults to 1 Story.
- **Decal Yr:** The issue year, if known, of the Decal for the Mobile Home is keyed in this field.
- **Decal No:** The Decal Number, if known, of the Mobile Home is keyed in this field.
- **Serial No:** The Serial Number, if known, of the Mobile Home is keyed in this field.
- **Purchase Price:** The Purchase Price of the Mobile Home, if known, is keyed in this field. The price is entered in dollars with no commas or decimals.
- **Yr Purchased:** The Year the Mobile Home was purchased, if known, is keyed in this field.

To the right of the Yr Purchased Field is the **Transfer** Button and immediately below the Transfer Button is the **Transfer to Homestead** Button. These Buttons and the procedures associated with them will be discussed later in this section of this manual.

Characteristics section

Characteristics			
Ext Wall	<input type="text"/>	Heat/Air	<input type="text"/>
Roofing	<input type="text"/>	Fireplace	<input type="text"/>
Foundation	<input type="text"/>	Bedrooms	0
		Full Baths	0
		Half Baths	0
		Single Fxd	0

- **Ext Wall:** Ext Wall refers to the type of Exterior Wall of the Mobile Home, such as Vinyl Siding. As in other combo box fields, the user can select from the possible Exterior Wall choices by either keying the first letter of the Exterior Wall, such as "V" in Vinyl; clicking on the combo box to select the Exterior Wall; or pressing the Down Arrow to select the Exterior Wall type. Exterior Wall type \$ / square foot adjustments can be used if desired by the appraiser in calculating the value of the Mobile Home. There is no limit to the number of Exterior Wall types that can be set up in **Tools >> Schedules / Tables >> Manufactured Housing >> Exterior Walls**.
- **Roofing:** The type of Roofing on the Mobile Home, such as Asphalt Shingles, is selected in this field. As in other combo box fields, the user can select from the possible Roofing choices by either keying the first letter of the type of Roofing, such as "A"(key it twice to reach Asphalt Shingles); clicking on the combo box to select the Roofing; or pressing the Down Arrow to select the type of Roofing. Roofing type \$ / square foot adjustments can be used if desired by the appraiser in calculating the value of the Mobile Home. There is no limit to the number of Roofing types that can be set up in **Tools >> Schedules / Tables >> Manufactured Housing >> Roofing**.
- **Foundation:** Foundation refers to the supporting Foundation of the Mobile Home, such as Masonry. As in other combo box fields, the user can select from the possible Foundation choices by either keying the first letter of the Foundation, such as "M" in Masonry; clicking on the combo box to select the Foundation; or pressing the Down Arrow to select the Foundation. Foundation type \$ / square foot adjustments can be used if desired by the appraiser in calculating the value of the Mobile Home. There is no limit to the number of

Foundation types that can be set up in **Tools >> Schedules / Tables >> Manufactured Housing >> Foundation**.

- **Heat/Air:** Heat/Air refers to the type of Heating and/or Air Conditioning used in the Mobile Home. As in other combo box fields, the user can select from the possible Heat/Air choices by either keying the first letter of the Heat/Air type, such as "C" in Central AC; clicking on the combo box to select the Heat/Air type; or pressing the Down Arrow to select the Heat/Air type. Heating and Air Conditioning \$ / square foot adjustments can be used if desired by the appraiser in calculating the value of the Mobile Home. There is no limit to the number of Heat/Air types that can be set up in **Tools >> Schedules / Tables >> Manufactured Housing >> Heating / Air**.
- **Fireplace:** The type of Fireplace (s), if any, in the Mobile Home. As in other combo box fields in WinGAP, the user can select from the possible Fireplace choices by either clicking on the combo box to make the selection; or pressing the Down Arrow to select the Fireplace type. Fireplaces are usually valued by the Lump Sum method (\$ / Unit) and are used in calculating the value of the Mobile Home, if desired by the appraiser. There is no limit to the number of Fireplace types that can be set up in **Tools >> Schedules / Tables >> Manufactured Housing >> Fireplace**.
- **Bedrooms:** Data entry for Bedrooms is optional, but if used, the number of Bedrooms in the Mobile Home is keyed here.
- **Full Baths:** The number of Full Baths in the Mobile Home is keyed in this field. A Full Bath has a sink, toilet, and bathtub or shower. Lump Sum values can be applied to the value of Plumbing in the Mobile Home if desired by the appraiser.
- **Half Baths:** The number of Half Baths in the Mobile Home is keyed in this field. A Half Bath has a sink and toilet. Lump Sum values can be applied to the value of Plumbing in the Mobile Home if desired by the appraiser.
- **Single Fixt:** The number of Bathrooms with only one Fixture is keyed in this field. Lump Sum values can be applied to the value of Plumbing in the Mobile Home if desired by the appraiser.

Previous Values section

When adding a new Mobile Home, the values in the Previous Values section will be zero, as seen below. These fields are not accessible to the user.

Previous Values					
Prev Box	<input type="text" value="0"/>	Prev Addon	<input type="text" value="0"/>	Total Previous	<input type="text" value="0"/>

After the MH Yearend Cleanup process has been run, Previous Values will display in these fields and represent the respective values of the manufactured home on the last submitted digest.

Previous Values					
Prev Box	<input type="text" value="31,824"/>	Prev Addon	<input type="text" value="2,911"/>	Total Previous	<input type="text" value="34,735"/>

Location Info section

Location Info					
House No	<input type="text" value="0"/>	Ext	<input type="text"/>	Direction	<input type="text"/>
Street	<input type="text"/>				
St Type	<input type="text"/>	Quad	<input type="text"/>		
Park	<input type="text"/>	Lot No	<input type="text"/>		
Tax District	<input type="text"/>				

- **House No:** The first of the **Location Info** fields is where the House Number that has been assigned to the Mobile Home for location and address purposes is keyed.
- **Ext:** If the street address contains an extension such as A, 1/2, etc., it should be keyed here.

- **Direction:** The direction (North, Southeast, etc.) of the street.
- **Street:** The name of the Street or Road where the Mobile Home is located. 25 characters of street information can be keyed into this field.
- **St Type:** The Type of Street, such as Road, Drive, Hwy, Lane, etc., is keyed here.
- **Quad:** The post-direction used in the Street Address, such as 123 Smith St NW. The NW is the Quad.
- **Park:** If the Mobile Home is located in a Mobile Home Park, the name of the Park is keyed into this field.
- **Lot:** If the Mobile Home is located in a Mobile Home Park, the Lot Number in the Park is keyed into this field.
- **Tax District:** The County Tax District this Mobile Home is located in. The combo box arrow can be clicked to display a list of all County Tax Districts as set up in **Tools >> Schedules / Tables >> Tax Districts**. A Tax District **MUST** be selected for the Prebilled Mobile Home.

Depreciation section

Depreciation	
Condition	<input type="text" value=""/>
Calc Dep	1.00
Ovr Dep	0.00
Func Obs	1.00
Econ Obs	1.00

- **Condition:** The Condition represents the appraiser's judgment call in determining the physical condition of the Mobile Home. The Condition is used in calculating the Physical Depreciation Factor for the Improvement. As in other combo box fields, the user can select from the possible Condition choices by either keying the first letter of the Condition, such as "A" in Average; clicking on the combo box; or pressing the Down Arrow to select the Condition. There is no limit to the number of Condition types that can be set up in **Tools >> Schedules / Tables >> Manufactured Housing >> Condition**.
- **Calc Dep:** The WinGAP Calculated Depreciation displays in this field. It is based upon the Life Expectancy of the Mobile Home(as set up in the Manufacturer/Model Table), the Year Built(or Effective Year Built), and the Condition of the Mobile Home. The Calculated Depreciation will display even if there is an entry in the Override Depreciation field. The Calculated Depreciation field is accessible to the user but the value cannot be changed.
- **Ovr Dep:** The Ovr Dep (Override Depreciation) field is used to override the Calculated Depreciation performed by WinGAP. The field defaults to 0.00 (zero) and should remain at this value unless the appraiser wishes to apply a set Override Depreciation for the Mobile Home.
- **Func Obs:** Func Obs (Functional Obsolescence) is a numerical assignment representing the appraiser's judgment of the % good with regards to functional obsolescence. For example, a Mobile Home determined by the appraiser to have functionally depreciated by 20% would be 80% good, and .80 would be keyed in the Functional Obsolescence field. The range can be from .01 to 9.99. The default is 1.00. There must be an entry in the Functional Obsolescence field. A value of 0.00 will result in a zero value for the structure.
- **Econ Obs:** Econ Obs (Economic Obsolescence) is a numerical assignment representing the appraiser's judgment of how the economic area that the Mobile Home is located in has affected the value of the Mobile Home. For example, a Mobile Home located near a trash dump or chicken rendering plant and determined by the appraiser to have economically depreciated by 30% would be 70% good, and .70 would be keyed in the Economic Obsolescence field. The range can be from .01 to 9.99. The default is 1.00. There must be an entry in the Economic Obsolescence field. A value of 0.00 will result in a zero value for the structure.

Values section

From the Depreciation section of the Form the user is taken to the Values section. The Values section is divided into two columns: the **RCN / NADA Values** column, and the **MAV Button / Fields** column. A discussion of the fields and buttons in this section follows.

Values		
RCN	35,237	MAV
NADA	0	<input type="checkbox"/>
MH Calc	33,475	<input checked="" type="checkbox"/>
MH Ovr	0	0
Add-Ons	0	0
Total	33,475	0
Last Calc	0	

RCN / NADA Values

- **RCN:** The RCN, or Replacement Cost New, field in the Values section displays the calculated Mobile Home value BEFORE Depreciation is applied. This field is not accessible to the user.
- **NADA:** The **NADA** Button allows the user to select and use a NADA (market) value for the Mobile Home instead of the WinGAP calculated replacement cost value. Procedures for using the NADA Button are discussed below in the NADA Button section.
- **MH Calc:** The MH Calc, or calculated Mobile Home value, field displays the calculated Mobile Home value AFTER Depreciation is applied. This field is not accessible to the user. A checkmark will appear in the checkbox to the right of the MH Calc field, the default Mobile Home value, signifying that the MH Calc value will be used as the digest value for the Mobile Home unless the NADA value is selected instead.
- **MH Ovr:** The MH Ovr, or Mobile Home Override value, represents an assigned value for the Mobile Home. This value does not include additions. Any value assigned to additions will be added to the MH Ovr value. An entry in this field overrides all Mobile Home calculations.
- **Add-Ons:** The total value of any Add-Ons, or appendages, to the Mobile Home will display in this field. Add-Ons are added, edited, and deleted by clicking on the **Add-Ons** Button to the left of the Add-Ons value field. The Add-Ons Button is "grayed out" until the Apply Button is clicked on the Mobile Homes Form. The Add-Ons value field is not accessible to the user.
- **Total:** The Total value of the Mobile Home is the sum of the Mobile Home Calculated Value (or the NADA value) plus the Add-Ons Value, unless an Override Value is entered, in which case that value will display in the Total field also.
- **Last Calc:** If a change is made to any of the Mobile Home information that affects the value, the Last Calc field will display the previous calculated Mobile Home value, and the Total field will display the new calculated value, as seen below. However, once the Apply Button is clicked and the user remains on the Mobile Homes Form, or clicks the OK Button and leaves the Form, the new Mobile Home value will display in both the Last Calc and Total fields on the Mobile Homes Form.

MAV Button / Fields

- **MAV:** Below the MAV button are three fields that hold the WinGAP generated Moratorium Appraised Value for the following:
 - The MAV for the Mobile Home itself. A value will appear in the Mobile Home MAV field after the Apply button on the Mobile Homes Form is clicked.
 - The Total MAV for Add-Ons to the Mobile Home. A value will appear in the Add-On MAV field after Add-Ons are added on the Add-On Form and the user returns to the Mobile Homes Form.
 - The Total MAV for the Mobile Home and any Add-Ons. A value will appear in the Total MAV field after the Apply button on the Mobile Homes Form is clicked.

Should the MAV for the Mobile Home need to be changed by the user, the MAV Button should be clicked to manually edit this value. The following should be noted when entering a value in this field:

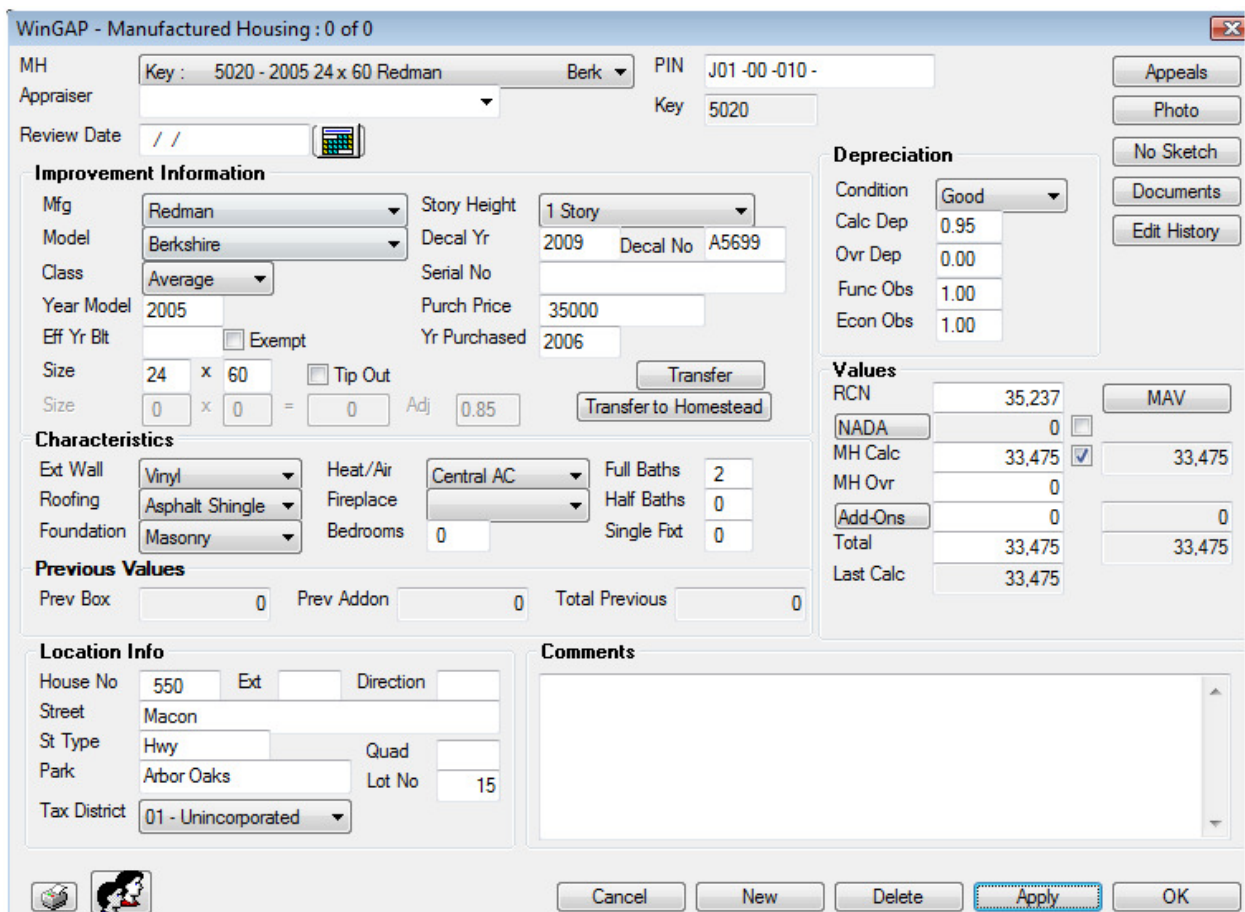
- Values keyed via the MAV Buttons are not monitored
- Keyed MAV values are permanent only for that screen session
- Any future changes to the property could modify MAV

Comments section



From the Values Section the user is taken to the Comments field, where unlimited comments about the Mobile Home can be entered.

At the conclusion of entering information about the Prebilled Mobile Home, the user should click the **Apply** Button at the bottom of the Mobile Homes Form to make sure that all data entry on the Form is saved, as seen on the next page, before adding another Prebilled Mobile Home or adding any Add-Ons to the Mobile Home, covered later in this section of the manual. If no other tasks are to be performed on this Mobile Home, the **OK** Button may be clicked in lieu of the **Apply** Button to save the information and close the screen.



NADA Button

If the County prefers to price a Mobile Home by market instead of the Cost Approach to value, it can use the nationally recognized NADA Pricing Guide market values. This is done by clicking the NADA Button, located in the Values section of the Mobile Homes Form, as seen below. The NADA Button is not available until the Apply Button is clicked.

Values		
RCN	35,297	MAV
NADA	0	
MH Calc	33,475	33,475
MH Ovr	0	
Add-Ons	0	0
Total	33,475	33,475
Last Calc	33,475	

Clicking the NADA Button takes the user to the NADA Mfg Housing Pricing Guide Form, which will default to the Manufacturer, Model, and Condition of the Mobile Home, as seen below. If an exact match is not found, the user may scroll through the selections to make the proper choice.

NADA_YEAR	MFGID	MFG	MODELID	MODEL	WIDTH
2009	3968	PLEASANT VALLEY MODULAR HOM	17524	ABINGTON	28
2009	5720	POLORON	17605	ADVANTAGE	14
2009	5026	PONTIAC COACH COMPANY	17605	ADVANTAGE	16
2009	5721	PORT-A-BUILD	17605	ADVANTAGE	24
2009	5030	POST COACH INC	17605	ADVANTAGE	26
2009	5032	PRAIRIE SCHOONER INC	17605	ADVANTAGE	28
2009	5722	PRESTIGE MFG HOMES CORP	17607	ADVANTAGE (T)	24
2009	5723	PRICE MEYERS	17607	ADVANTAGE (T)	28
2009	5036	PRINCE CHARLES HOMES INC	18044	BERKSHIRE	14
2009	5037	PRINCETON HMS INC	18091	BOANZA	12
2009	5040	PROGRESS HOMES INC	18091	BOANZA	14
2009	5042	PRUDENTIAL HMS INC	18091	BOANZA	16
2009	5044	PYRAMID HMS INC	18092	BOANZA ESTATE (D-S)	28
2009	5051	R & W CUSTOM BUILDERS	18097	BONANZA	12
2009	3969	R-ANELL HOMES	18097	BONANZA	14
2009	5724	RAPIDES HOMES INC	18097	BONANZA	16
2009	5725	RC INDUSTRIES INC	18134	BREEZEWOOD	14
2009	5066	REBEL HMS INC	18134	BREEZEWOOD	16
2009	3970	REDMAN	18134	BREEZEWOOD	24
2009	5728	REMIC	18134	BREEZEWOOD	28
2009	5729	REPUBLIC	18135	BREEZEWOOD (T)	24

Condition ☐ Excellent ☐ Good ☒ Average ☐ Fair ☐ Poor

Cancel OK

If these are the correct choices for this Mobile Home, the user should assign the Condition from the five selections, Excellent, Good, Average, Fair and Poor. The user can then click the OK Button on the Pricing Guide Form, and the NADA Market Value will appear in the NADA Value field on the Mobile Homes Form, as seen on the next page.

Values		
RCN	33,237	MAV
NADA (14)	30,107	<input type="checkbox"/>
MH Calc	33,475	<input checked="" type="checkbox"/> 33,475
MH Ovr	0	
Add-Ons	0	0
Total	33,475	33,475
Last Calc	33,475	

A choice can now be made as to whether the NADA market value or the WinGAP calculated value of the Mobile Home is to be used for the digest. If the NADA value is the choice, the user should click the in the checkbox to the right of the NADA value field to make that selection. If the WinGAP calculated value is to be used, the checkmark should be retained in the field to the right of the MH Calc value. The number in parentheses on the NADA button that appears after the NADA button is clicked and the NADA choice made for the Mobile Home refers to the NADA Valid Width for that particular Mobile Home.

NOTE: If the NADA market value is selected, a statewide adjustment as indicated by NADA will be applied to the NADA values. The values in the NADA schedule tables are not adjusted; instead, the adjustment is applied as the value for the Mobile Home is calculated.

Add NADA Manufacturer / Model

Occasionally, when the NADA schedules are used to value a Mobile Home, WinGAP cannot find in the NADA schedules the Manufacturer / Model selected by the user on the Manufactured Housing Form. When the user clicks the NADA button to value the Mobile Home, WinGAP will display the closest NADA match to that Manufacturer / Model, as shown below.

WinGAP - NADA Pricing Guide		
NADA_YEAR	MFGID	MFG
2009	5040	PROGRESS HOMES INC
2009	5042	PRUDENTIAL HMS INC
2009	5044	PYRAMID HMS INC
2009	5051	R & W CUSTOM BUILDERS
2009	3969	R-ANELL HOMES
2009	5724	RAPIDES HOMES INC
2009	5725	RC INDUSTRIES INC
2009	5066	REBEL HMS INC
2009	3970	REDMAN
2009	5728	REMIC
2009	5729	REPUBLIC
2009	5730	REPUBLIC HMS
2009	5083	RICHARDSON
2009	5084	RICHLAND HOMES
2009	5087	RINGO HMS INC
2009	5088	RINGS HOMES INC
2009	3972	RITZ-CRAFT CORP OF PA
2009	3973	RIVER BIRCH HOMES
2009	5731	RIVER OAKS HOMES
2009	5732	RIVERS & HORTON
2009	5733	RIVERSIDE HOMES INC

MODELID	MODEL	WIDTH
23983	ADVENTURE (sgl/multi)	0
25687	RIVER BREEZE (sgl/multi)	0
25689	RIVER CREST (sgl/multi)	0
25690	RIVER MIST (sgl/multi)	0
25691	RIVER OAKS (sgl/multi)	0

Condition ☐ Excellent ☐ Good ☒ Average ☐ Fair ☐ Poor

Cancel OK

If these are the correct choices for this Mobile Home, the user should then select the proper Condition by clicking the box to the left of one of the five options. Average is the default selection. After the Condition is selected, the user can click the OK Button on the NADA Pricing Guide Form, and the user is returned to the Manufactured Housing Form., as seen on the next page.

WinGAP - Manufactured Housing - ABLE PATTI: 1 of 1

MH Key: 5020 - 2005 24 x 60 River Breese Unk PIN J01-00-010- Key 5020

WinGAP - NADA: Select SVS Quality

☐ Commercial ☐ Luxury
☐ Deluxe ☐ Park
☐ Economy ☒ Standard

OK

Year Model 2005 Year Price 35000

Eff Yr Bld ☐ Exempt Yr Purchased 2006

Size 24 x 60 ☐ Tip Out

Size 0 x 0 = 0 Adj 0.85

Transfer
Transfer to Homestead

Characteristics

Ext Wall Vinyl Heat/Air Central AC Full Baths 2

Roofing Asphalt Shingle Fireplace Half Baths 0

Foundation Masonry Bedrooms 0 Single Fxt 0

Previous Values

Prev Box 0 Prev Addon 0 Total Previous 0

Location Info

House No 550 Ext Direction

Street Macon

St Type Hwy Quad

Park Arbor Oaks Lot No 15

Tax District 01 - Unincorporated

Comments

Cancel New Delete Apply OK

Depreciation

Condition Good

Calc Dep 0.94

Ovr Dep 0.00

Func Obs 1.00

Econ Obs 1.00

Values

RCN 33,379 MAV

NADA (24) 23,499

MH Calc 31,376

MH Ovr 0

Add-Ons 7,350

Total 38,726

Last Calc 38,726

If the home is categorized as a SVS valuation home, a window will appear in the upper left of the Manufactured Housing Form, and the user should select the correct NADA SVS Quality Class for this Mobile Home by clicking in the appropriate Quality Class checkbox and then clicking the OK button. The user will be returned to the Manufactured Housing Form, and the Mobile Home Manufacturer / Model the user selected from the NADA Schedule will not appear in the Manufacturer / Model fields on the Form, as seen below.

WinGAP - Manufactured Housing - ABLE PATTI: 1 of 1

MH Key: 5020 - 2005 24 x 60 River Oaks Homes PIN J01-00-010- Key 5020

Appraiser

Review Date / /

Improvement Information

Mfg River Oaks Homes Story Height 1 Story

Model River Oaks (Sgl/Multi) Decal Yr 2009 Decal No A5699

Class Fair Serial No

Year Model 2005 Purch Price 35000

Eff Yr Bld ☒ Exempt Yr Purchased 2006

Size 24 x 60 ☐ Tip Out

Size 0 x 0 = 0 Adj 0.85

Transfer
Transfer to Homestead

Characteristics

Ext Wall Vinyl Heat/Air Central AC Full Baths 2

Roofing Asphalt Shingle Fireplace Half Baths 0

Foundation Masonry Bedrooms 0 Single Fxt 0

Previous Values

Prev Box 0 Prev Addon 0 Total Previous 0

Location Info

House No 550 Ext Direction

Street Macon

St Type Hwy Quad

Park Arbor Oaks Lot No 15

Tax District 01 - Unincorporated

Comments

Cancel New Delete Apply OK

Depreciation

Condition Good

Calc Dep 0.94

Ovr Dep 0.00

Func Obs 1.00

Econ Obs 1.00

Values

RCN 33,379 MAV

NADA 23,499

MH Calc 31,376

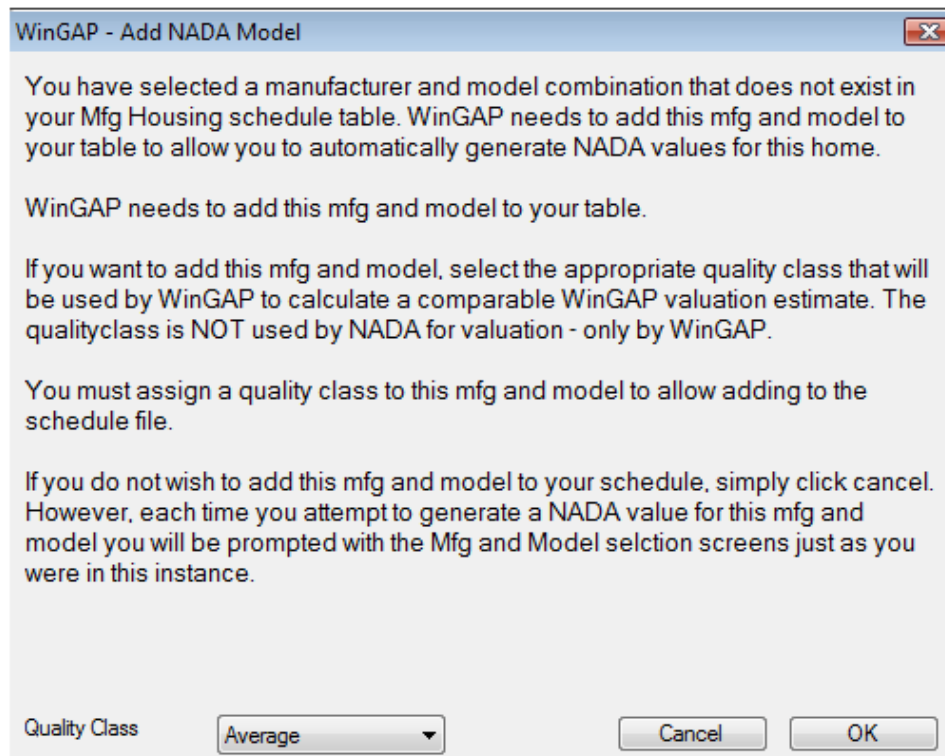
MH Ovr 0

Add-Ons 7,350

Total 38,726

Last Calc 38,726

When the user clicks the OK button on the Manufactured Housing Form and attempts to exit, another screen will appear, as seen below, prompting the user to add the NADA Manufacturer / Model schedule item that was just selected to the WinGAP Mobile Home Manufacturer / Model schedule (mobmfgta.dbf).



WinGAP - Add NADA Model

You have selected a manufacturer and model combination that does not exist in your Mfg Housing schedule table. WinGAP needs to add this mfg and model to your table to allow you to automatically generate NADA values for this home.

WinGAP needs to add this mfg and model to your table.

If you want to add this mfg and model, select the appropriate quality class that will be used by WinGAP to calculate a comparable WinGAP valuation estimate. The qualityclass is NOT used by NADA for valuation - only by WinGAP.

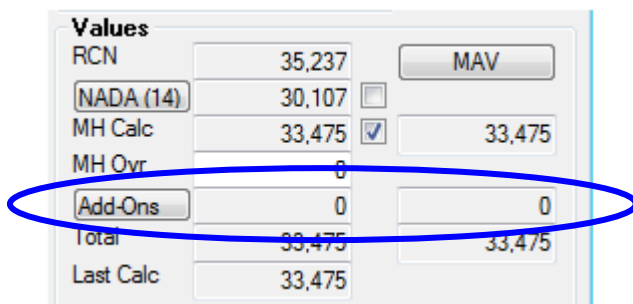
You must assign a quality class to this mfg and model to allow adding to the schedule file.

If you do not wish to add this mfg and model to your schedule, simply click cancel. However, each time you attempt to generate a NADA value for this mfg and model you will be prompted with the Mfg and Model selection screens just as you were in this instance.

Quality Class: Average Cancel OK

The user should assign a Quality Class for this new Manufacturer / Model schedule item, click the OK button, and the schedule item will be added. If the user does not want to add the schedule item, the Cancel button should be clicked and the item will not be added.

Add-Ons Button



Values		
RCN	35,237	MAV
NADA (14)	30,107	<input type="checkbox"/>
MH Calc	33,475	<input checked="" type="checkbox"/> 33,475
MH Ovr	0	
Add-Ons	0	0
Total	33,475	33,475
Last Calc	33,475	

Add-Ons are appendages to the Mobile Home such as Porches, Decks, and Patios. The **Add-Ons** Button, located in the Values section of the Mobile Homes Form, is where Add-Ons are added, edited, or deleted. This button is not accessible to the user until the **Apply** Button at the bottom of the Mobile Homes Form is clicked, all data entry on the Form is saved, and there is a value for the Mobile Home. After reaching the Add-Ons Form, seen on the following page, as on all WinGAP data entry forms, the **New** Button must be clicked to begin adding a new Add-On record.

The correct item should then be highlighted, and can be selected by either hitting Enter or clicking with the mouse to insert the Add-On Description in the field. The Add-On items that display in the list are based upon those set up in the Add-Ons Schedule found in **Tools >> Schedules / Tables >> Manufactured Housing >> Add-Ons** or **Tools >> Schedules / Tables >> Manufactured Housing >> Lump Sum Add-Ons**. **NOTE:** at the present time, it is not possible to add a new item to the schedule when adding an Add-On subrecord to the Prebilled Mobile Home.

- **Width:** In most case, particularly when the Add-On is valued by the square foot, the width of the Add-On, in feet, is entered in this field. When the Add-On is valued by the lump sum or unit method, the number entered in the Width field will depend on the manner in which the Lump Sum Add-On Schedule is set up. For example, the number can represent the height of skirting around the base of the Mobile Home.
- **Length:** As in the width field, particularly when the Add-On is valued by the square foot, the length of the Add-On, in feet, is entered in this field. When the Add-On is valued by the lump sum or unit method, the number entered in the Length field will again depend on the manner in which the Lump Sum Add-On Schedule is set up. For example, with the Skirting example used here, the number would be 0 (zero).
- **Calc Area:** If the length and width of the Add-On are entered and the user Tabs to the OVR Area/Units field, WinGAP will calculate the area and place the value in this field. The Calculated Area field is not accessible to the user.
- **OVr Area/Units:** If the Add-On is valued by the square foot but is not square or rectangular, the appraiser-calculated area would be keyed here. When the Add-On is valued by the lump sum or unit method, the number entered in this field will again depend on how the Lump Sum Add-On Schedule is set up. For the Skirting example used here, the number would represent the total lineal feet of skirting around the base of the Mobile Home.
- **Identical Units:** The number of Identical Units of this particular Add-On is keyed here. If other Add-Ons to this Mobile Home are identical to the one now being added, than the total number of Identical Units can be keyed here, instead of than adding another Add-On of the same exact type. For example, if there are 2 Open Porches of identical size, year built, and grade attached to the Mobile Home, than 2 would be keyed in the Identical Units field. The default is 0, and should remain that for one specific type of Add-On.
- **Year Built:** If known, the year the Add-On was built is entered in this field. The Year Built field defaults to the system year minus one year.
- **Grade:** The Grade is a numerical assignment representing the quality of materials and workmanship for the Add-On. The appraiser is responsible for assigning the Grade, and the range can be from 1 to 999. No decimal is used in data entry. The Grade is also used in calculating the Physical Depreciation Factor of the Add-On.
- **Phy Depr Ovr:** The Physical Depreciation Override field is used to override the calculated Physical Depreciation performed by WinGAP. The field defaults to 0.00 (zero) and should remain at this value unless the appraiser wishes to apply a set Physical Depreciation factor for this Add-On.
- **Func Obsl:** The Functional Obsolescence is a numerical assignment representing the appraiser's judgment of the % good with regards to functional depreciation. For example, a Mobile Home determined by the appraiser to have functionally depreciated by 20% would be 80% good, and .80 would be keyed in the Functional Depreciation field. The range can be from .01 to 9.99. The default is 1.00. There must be an entry in the Functional Obsolescence field. A value of 0.00 will result in a zero value for the Add-On.
- **Calc Depr:** The WinGAP Calculated Physical Depreciation displays in this field. The Calculated Physical Depreciation will display even if there is an entry in the Phy Depr Ovr field. The Calc Depr field is not accessible to the user.
- **Perc Comp:** The Percent Complete field represents the % completed status of the Add-On. If construction on the Add-On is finished, it is 100% complete. If it is not 100% completed, the value keyed in this field is the appraiser's determination of how complete the structure of the Add-On is. The range can be from .01 to 1.00. The default is 1.00. There must be an entry in the Percent Complete field. A value of 0.00 will result in a zero value for the Add-On.
- **Neighborhood:** The Neighborhood factor is not used with Add-Ons to Prebilled Mobile Homes.

Value section

Value	
Calculated	7,350
Override	0
MAV	0
Last Calc	0

- **Calculated:** The WinGAP calculated value of this Add-On will display in this field.
- **Override:** The Override Value represents an assigned value for the Add-On. An entry in this field overrides all WinGAP calculations for this particular Add-On.
- **MAV:** The MAV field holds the WinGAP generated Moratorium Appraised Value for the Add-On. The MAV value will appear in the field after the Apply button is clicked. Should this value need to be changed by the user, the MAV Button should be clicked to manually edit this value. The following should be noted when entering a value in this field:
 - Values keyed via the MAV Buttons are not monitored
 - Keyed MAV values are permanent only for that screen session
 - Any future changes to the property could modify MAV
- **Last Calc:** If a change is made to any of the Add-On information that affects the value, the Last Calc field will display the previous calculated Add-On Value, and the Calculated field will display the new calculated value. However, once the Apply Button is clicked and the user remains on the Add-Ons Form, or clicks the OK Button and leaves the Form, the new Add-On value will display in both the Last Calc and Total fields on the Add-Ons Form.

At the conclusion of entering information about each Add-On, the user should click the **Apply** Button at the bottom of the Mobile Home Add-Ons Form to make sure that all data entry for the new Add-On is saved. The Add-On that was added will appear in the list box at the upper left of the Form, as seen on the next page. If the data entry for Add-Ons is completed, the user may click the **Ok** Button in lieu of clicking **Apply** and exit the screen with the data being saved.

The screenshot shows the 'WinGAP - Mobile Home Addons' window. At the top, 'AccKey' is set to 10150. Below is a table of accessories:

Description	C/S	Dim1	Dim2	Value
Detached Garage		30 x	25	7350

Below the table is a 'Comments' field and an 'Appraiser' dropdown. At the bottom are buttons for 'Photo', 'Edit History', 'Cancel', 'New', 'Delete', 'Apply', and 'OK'.

On the right side, there is a detailed view for the 'Detached Garage' with the following fields:

- Description: Detached Garage
- Width: 30
- Length: 25
- Calc Area: 750
- OVR Area/Units: 0.00
- Identical Units: 0
- Year Built: 2008
- Grade: 100
- Phy Depr Ovr: 0.00
- Func Obsl: 1.00
- Calc Depr: 0.98
- Perc Comp: 1.00
- Neighborhood: 1.00

Below these fields is a 'Value' section with a table:

Value	
Calculated	7,350
Override	0
MAV	7,350
Last Calc	7,350

Editing an Add-ON

An Add-On can be edited by clicking on the desired item in the list box on the Mobile Home Add-Ons Form, clicking on the appropriate field and changing the data, then clicking the **Apply** Button. If the data entry for Add-Ons is completed, the user may click the **Ok** Button in lieu of clicking **Apply** and exit the screen with the data being saved.

Deleting an Add-On

An Add-On can be deleted by clicking on the desired item in the list box on the Mobile Home Add-Ons Form, then clicking the **Delete** Button at the bottom of the Form. The message "Are you sure you want to delete this record?" will appear. Clicking the **Yes** Button will delete the record; clicking on the **No** Button will cancel the deletion of the record.

Exiting the Mobile Home Add-Ons Form

When all Add-On data entry is completed, the user leaves the Form by clicking the OK Button, returning to the Mobile Homes Form. The WinGAP calculated Add-On value (or Override value, if used) for all Add-Ons attached to this Mobile Home will now display in the Add-Ons field, as seen below. The Add-Ons Value will also be included in the Total Mobile Home value.

Exiting the Mobile Home Add-Ons Form

When all Add-On data entry is completed, the user leaves the Form by clicking the OK Button, returning to the Mobile Homes Form, as seen on the next page, where the Apply button should be clicked. The WinGAP calculated Add-On value (or Override value, if used) for all Add-Ons attached to this Mobile Home will now display in the Add-Ons field. The Add-Ons value will also be included in the Total value for the Non-Prebilled Mobile Home. The total MAV for all Add-Ons will display in the Add-On MAV field, and the Add-On MAV will be included in the Total MAV for the Mobile Home.

WinGAP - Manufactured Housing - ABLE PATTI: 1 of 1

MH Key : 5020 - 2005 24 x 60 Redman Berk PIN J01 -00 -010 -

Appraiser Key 5020

Review Date / /

Improvement Information

Mfg Redman Story Height 1 Story

Model Berkshire Decal Yr 2009 Decal No A5699

Class Average Serial No

Year Model 2005 Purch Price 35000

Eff Yr Blt Exempt Yr Purchased 2006

Size 24 x 60 Tip Out Adj 0.85

Size 0 x 0 = 0

Transfer Transfer to Homestead

Characteristics

Ext Wall Vinyl Heat/Air Central AC Full Baths 2

Roofing Asphalt Shingle Fireplace Half Baths 0

Foundation Masonry Bedrooms 0 Single Fixt 0

Previous Values

Prev Box 0 Prev Addon 0 Total Previous 0

Location Info

House No 550 Ext Direction

Street Macon

St Type Hwy Quad

Park Arbor Oaks Lot No 15

Tax District 01 - Unincorporated

Depreciation

Condition Good

Calc Dep 0.95

Ovr Dep 0.00

Func Obs 1.00

Econ Obs 1.00

Values

		MAV
RCN	35,237	
NADA (14)	30,107	
MH Calc	33,475	33,475
MH Ovr	0	
Add-Ons	7,350	7,350
Total	40,825	40,825
Last Calc	40,825	

Comments

Cancel New Delete Apply OK

Editing A Mobile Home

A Prebilled Mobile Home is edited by locating the Prebilled Mobile Home for the appropriate owner and changing the information. The user should click the **Ok** Button to leave the Mobile Homes Form.

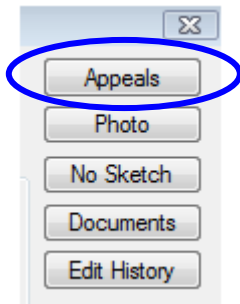
Deleting A Mobile Home

As on other Forms in WinGAP, the **Delete** Button at the bottom of the Mobile Homes Form is used to delete the Mobile Home. After clicking the Delete Button the message "Are you sure you want to delete this record?" will appear, where the **Yes** Button can be clicked to delete the Mobile Home; clicking on the **No** Button will cancel the deletion.

Exiting the Mobile Homes Form

When the data entry for all Prebilled Mobile Homes for this owner is completed, the user leaves the Form by clicking the OK Button. If the Prebilled Mobile Home was accessed from the Owner Information Form, the value of the Mobile Home will now show in the Value section of the Form next to Mobile Homes.

Appeals Button



Located on the upper right of the Mobile Homes Form, the **Appeals** Button allows the user to enter Appeals for this Mobile Home. Clicking on the Appeal Button takes the user to the Appeals Form where the New Button should be clicked to begin adding the Appeal, as seen on the next page.

The Appeals Module allows the Assessors Office to keep track of all Appeals that apply to Prebilled Mobile Homes. Only one Prebilled Mobile Home Appeal can be added for each Appeal Year. Only Prebilled Mobile Home Appeals can be edited and updated by using the Appeals Button on the Mobile Homes Form.

NOTE: Real and Personal Property Appeals are added on the Real and Personal Property General Information Forms, respectively. Motor Vehicle Appeals are added at the Appeals Menu on the WinGAP Menu Bar. All types of Appeals can be viewed and updated at the Appeals Menu on the WinGAP Menu Bar. A discussion of all fields on the Appeals Form follows. The field sequence is the same as when adding a **NEW** Mobile Home Appeal record. At the conclusion of entering information for each Appeal, the user should click the **Apply** Button at the bottom of the Form to make sure that all data entry is saved before proceeding to other tasks.

- **Appeal No:** The Appeal Number will be assigned by WinGAP when the Appeals record is saved.
- **Appeal Year:** The digest (appraisal) year the Appeal was filed for. The field defaults to the current appraisal year, which can be changed by the user.
- **Status:** The current Status of the Appeal, such as Active or 21 Day. The user can click on the combo box to display a list of the valid Status types, or key the first letter of the Status description to select the Status. The following is a list of available Status selections and their associated WinGAP codes:

- 21 Day - 2
- Active (BOA) - A
- Arbitration - T
- BOE - B
- BOE Final - F
- Inactive - I
- Resolved - R
- Superior Court - S
- Waived - D
- Withdrawn - W

Pressing the Tab key takes the user to the Type field.

- **Type:** The Type of Appeal, which in this case is Mfg Housing for a Prebilled Mobile Home Appeal. The field will default automatically to this type of Appeal for a PreBilled Mobile Home.
- **P.I.N:** The Map and Parcel number field for the parcel this Mobile Home is located on is automatically pulled from the Mobile Home record for this appeal. This field is "grayed out" and is not accessible to the user.
- **Appraiser:** The Appraiser responsible for handling the Appeal. The user can click on the combo box to display a list of the all Appraisers that have Appeal add/edit rights.
- **Acct #:** The Acct # field for this Prebilled Mobile Home record, also known as the Mobilekey. This field is "grayed out" and is not accessible to the user.
- **Acres:** The Acres field is not used for the Mobile Home Appeal. This field is "grayed out" and is not accessible to the user.

Owner Information Fields

Owner Information			
Last, First, MI			
Corpname	ADAMS BENJAMIN & HARRIET		Search
Agent			
Address1	C/O LILLIE MCDOWELL		
Address2	1110 BELT AVENUE		
Address3			
City / State / Zip	MILLEN	GA	30442-
Legal Desc			
Homephone	() -	Workphone	() -
Comments			

- **Last, First, MI:** If the County uses these fields for the Owner's Name, that information will be automatically pulled from the owner record for this Mobile Home.
- **CorpName:** If the County uses the Corporate Name field for the owner's name, that information will be automatically pulled from the owner record for this Mobile Home.
- **Agent:** The individual or company designated by the Mobile Home owner to handle the Appeal.
- **Address 1, Address 2, Address 3:** The address information for the owner making this Appeal will be automatically pulled from the owner record for this Mobile Home.
- **City / State / Zip:** The City, State, and Zip Code for this owner will be automatically pulled from the owner record for this Mobile Home.
- **Legal Description:** The Legal Description is not used with Prebilled Mobile Home Appeals.
- **Home Phone:** The Home Phone number of the owner of this Mobile Home will be automatically pulled from the owner record for this Mobile Home.
- **Work Phone:** The Work Phone of the owner of this Mobile Home will be automatically pulled from the owner record for this Mobile Home.
- **Comments:** Any Comments about the Appeal are keyed in this field.

Manufactured Housing Fields

Manufactured Housing			
Mfg	REDMAN		
Model	ABINGTON		
Width	24	Decal Yr	2006
Length	70	Decal No	R54334
Year Built	2002	Account #	5013

- **Mfg:** The Manufacturer of the Prebilled Mobile Home, pulled from the Mobile Home record.
- **Model:** The Model of the Prebilled Mobile Home, pulled from the Mobile Home record.
- **Width:** The Width of the Prebilled Mobile Home, pulled from the Mobile Home record.
- **Length:** The Length of the Prebilled Mobile Home, pulled from the Mobile Home record.
- **Year Built:** The Year Built of the Prebilled Mobile Home, pulled from the Mobile Home record.
- **Decal Yr:** The Decal Year of the Prebilled Mobile Home, pulled from the Mobile Home record.
- **Decal No:** The Decal Number of the Prebilled Mobile Home, pulled from the Mobile Home record.
- **Account No:** The Account Number, or Mobilekey, of the Prebilled Mobile Home, pulled from the Mobile Home record.







Values Fields

Values	
BOA FMV	34,735
21-Day	0
BOE	0
Arbitration	0
Superior Court	0
Resolved	0
Current	34,735
Return	25,000
VID	9,735

- **BOA FMV:** The Board of Assessors Fair Market Value, which is automatically pulled from the Prebilled Mobile Home record.
- **21 Day:** The value for the Prebilled Mobile Home that the Board of Assessors sets after a review when the appeal is initially filed.
- **BOE:** The value for the Prebilled Mobile Home as determined by the Board of Equalization after they hear the Appeal.
- **Arbitration:** The Prebilled Mobile Home owner may choose to appeal to an arbitration board instead of the Board of Equalization. If that is true then the value resulting from the Arbitrator's decision would be entered in the Arbitration field. NOTE: You cannot have both a BOE Value on the Appeals Form AND an Arbitration Value; it must be one or the other.
- **Superior Court:** The value of the Prebilled Mobile Home as determined by the Superior Court after the Appeal is heard in Court.
- **Resolved:** The value of the Prebilled Mobile Home that the owner finally accepts. This can also be the case when the owner no longer appeals. An example might be if the 21-day notice is mailed and the owner does not appeal to the BOE, then the 21-day value should then be moved to resolved and the appeal status changed to resolved.
- **Current Value:** The value of the Prebilled Mobile Home based upon whatever stage the Appeal is in. For example, if the BOE decision has been made, the value handed down from the BOE should appear in Current Value and also in the BOE Value field.
- **Return:** The Return Value of the Prebilled Mobile Home, as entered on the Appeal Form by the owner of the Mobile Home. If no value is entered, WinGAP will place the BOA FMV Value in this field.
- **VID:** The Value In Dispute, which is the difference between the Current Value and the Return Value.

NOTE: When entering an appeal or changing values, it is critical that the user tab through all of the value fields. This will insure that the VID is calculated correctly.

Dates Fields

Dates		
Notice	05/15/2005	
Appealed	05/25/2005	
21 Day Notice	/ /	
BOE	/ /	
Arbitration	/ /	
Sup Court	/ /	

- **Notice:** The Date of the Assessment Notice for the Prebilled Mobile Home
- **Appealed:** The Date the owner of the Prebilled Mobile Home appealed the value
- **21 Day Notice:** The Date the 21 Day Notice was mailed
- **BOE:** The Date of the BOE decision
- **Arbitration:** The Date of the Arbitration decision.
- **Sup Court:** The Date of the Superior Court decision

After keying all the relevant data, the Apply Button can be clicked to save the information, remain on the Appeals Form, and view the information, as seen on the next page, or the OK Button can be clicked to save the information and return to the Mobile Homes Form.

WinGAP - Appeals

Appeal No: 0 Status: Active PIN: 100-100- Acct #: 5013 Acres: 0.00
Appeal Year: 2006 Type: Mfg Housing Appraiser: Donald Rich

Owner Information

Last, First, MI:
Corpname: ADAMS BENJAMIN & HARRIET
Agent:
Address1: C/O LILLIE MCDOWELL
Address2: 1110 BELT AVENUE
Address3:
City / State / Zip: MILLEN GA 30442-
Legal Desc:
Homephone: () - Workphone: () -
Comments:

Values

BOA FMV: 34,735
21-Day: 0
BOE: 0
Arbitration: 0
Superior Court: 0
Resolved: 0
Current: 34,735
Return: 25,000
VID: 9,735

Dates

Notice: 05/15/2005
Appealed: 05/25/2005
21 Day Notice: / /
BOE: / /
Arbitration: / /
Sup Court: / /

Manufactured Housing

Mfg: REDMAN
Model: ABINGTON
Width: 24 Decal Yr: 2006
Length: 70 Decal No: R54334
Year Built: 2002 Account #: 5013

Search Button

Owner Information

Last, First, MI:
Corpname: ADAMS BENJAMIN & HARRIET
Agent:
Address1: C/O LILLIE MCDOWELL

Appeals can be searched for by clicking the Appeals Search Button, to the right of the Corpname field on the Appeals Form, as seen above. Clicking on the Search Button will display a list of all appeals for this Prebilled MH, as seen on the next page. If there is more than one Appeal in the list box, the information for any of these Appeals can be displayed by clicking on the desired item in the list box.

WinGAP - Appeals

Appeal No: 115 Status: Active (BOA) PIN: 001-002- Acct #: 5010 Acres: 0.00
 Appeal Year: 2004 Type: Mfg Housing Appraiser: Snake Pliskin

Query

Clear Query Close Query Query

APPEAL_YR	REALKEY	PERSKEY	MOBILEKEY	APPEAL_NO	APPEALTYPE	APP
2004	0	0	5010	M	05/25	

Manufactured Housing

Mfg: REDMAN
 Model: FLAMINGO
 Width: 24 Decal Yr: 2004
 Length: 80 Decal No: AG2385
 Year Built: 2000 Account #: 5010

Values

BOA FMV: 37,313
 21-Day: 0
 BOE: 0
 Arbitration: 0
 Superior Court: 0
 Resolved: 0
 Current: 37,313
 Return: 20,000
 VID: 17,313

Dates

Notice: 05/15/2004
 Appealed: 05/25/2004
 21 Day Notice: / /
 BOE: / /
 Arbitration: / /
 Sup Court: / /

Cancel New Delete Apply OK

To search for other Appeals, not only for Prebilled Mobile Homes but for other types of property as well, the user can employ up to four Query criteria. For example, to find all Appeals for owners with Last Names of Allen that have an Appeal Type of M (for Prebilled Mobile Homes), the user can

- ❑ click on the first Query combo box,
- ❑ select the Last Name item from the list of field items in the Query field list
- ❑ key the query criteria, in this case Allen, into the field to the right of the combo box
- ❑ the Tab key will take the user to the second Query field list, where the Appeal Type item is selected
- ❑ the letter M is keyed in the field to the right of the second combo box
- ❑ the user clicks the Query Button, and a list of all appeals that meet these two criteria will display in the list box, as seen in the image on the next page.

WinGAP - Appeals

Appeal No: 116 Status: Resolved PIN: 001-002- Acct #: 5010 Acres: 0.00
 Appeal Year: 2003 Type: Mfg Housing Appraiser: Snake Pliskin

Query

LASTNAME - C: Allen
 APPEALTYPE - C: M

Clear Query
 Close Query
 Query

APPEAL_YR	REALKEY	PERSKEY	MOBILEKEY	APPEAL_NO	APPEALTYPE	APP
2004	0	0	1052	M	05/25	
2004	0	0	5010	M	05/25	
2003	0	0	5010	M	05/20	

Values

BOA FMV: 37,313
 21-Day: 0
 BOE: 0
 Arbitration: 0
 Superior Court: 0
 Resolved: 0
 Current: 0
 Return: 20,000
 VID: -20,000

Dates

Notice: 05/10/2003
 Appealed: 05/20/2003
 21 Day Notice: / /
 BOE: / /
 Arbitration: 06/20/2003
 Sup Court: / /

Manufactured Housing

Mfg: REDMAN
 Model: FLAMINGO
 Width: 24 Decal Yr: 2004
 Length: 80 Decal No: AG2385
 Year Built: 2000 Account #: 5010

Cancel New Delete Apply OK

The information for the desired Appeal is viewed by selecting the Appeal item in the list box and then clicking the Close Query Button, which pulls the information for that Appeal into the Appeals Form, as seen below. Note, however, that when the Appeal information is for an owner other than the one that was originally reached by clicking the Appeals Button on the Mobile Homes Form, the Appeals information can only be viewed; it cannot be updated, edited, or deleted. This can only be done from the Appeals Menu in the WinGAP Menu Bar.

WinGAP - Appeals

Appeal No: 113 Status: Active (BOA) PIN: 006-001- Acct #: 1052 Acres: 0.00
 Appeal Year: 2004 Type: Mfg Housing Appraiser:

Owner Information

Last, First, MI:
 Corpname: ALLEN LARRY Search
 Agent:
 Address1: 4386 SONNY ALLEN ROAD
 Address2:
 Address3:
 City / State / Zip: MILLEN GA 30442-
 Legal Desc:
 Homephone: () - Workphone: () -
 Comments:

Values

BOA FMV: 15,437
 21-Day: 0
 BOE: 0
 Arbitration: 0
 Superior Court: 0
 Resolved: 0
 Current: 15,437
 Return: 0
 VID: 15,437

Dates

Notice: 05/15/2004
 Appealed: 05/25/2004
 21 Day Notice: / /
 BOE: / /
 Arbitration: / /
 Sup Court: / /

Manufactured Housing

Mfg: HORTON HOMES INC
 Model: HORTON
 Width: 24 Decal Yr: 2002
 Length: 52 Decal No: 0289
 Year Built: 1993 Account #: 1052

Cancel New Delete Apply OK

The user can return to the Appeals Query Form to search for another Appeal by again clicking the Search Button. The previous query can be cleared by clicking the Clear Query Button, and another Query performed, or the Query Form can be closed by clicking the Close Query Button.

When all Appeal viewing and editing is finished, the user can click the OK Button on the Appeals Form to save any changes and return to the Mobile Homes Form. If no changes are made or saving changes is not desired, then the user may click the Cancel button.

Editing A Prebilled Mobile Home Appeal

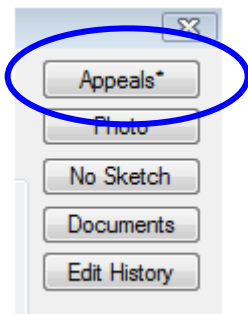
An Appeal is edited by clicking on the Appeals Button on the Mobile Homes Form for an Appeal for that owner. Changes in Appeal items as Appeal Status, Values, or Dates can be made. The user should click the **Ok** Button to leave the Appeal Form.

Deleting A Prebilled Mobile Home Appeal

As on other Forms in WinGAP, the **Delete** Button at the bottom of the Appeals Form is used to delete an Appeal. The Appeal to be deleted must first be selected and displayed on the Appeals Form. After clicking the Delete Button the message "Are you sure you want to delete this record?" will appear, where the **Yes** Button can be clicked to delete the Appeal; clicking on the **No** Button will cancel the deletion and return the user to the Appeals Form.

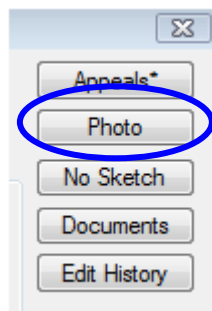
Exiting the Appeals Form

After adding, editing, or deleting an Appeal, the user can leave the Form by clicking the **OK** Button, returning to the Prebilled Mobile Homes Form. The Appeals Button will now have an asterisk (*) and will also indicate the number of Appeals for this Prebilled Mobile Home.



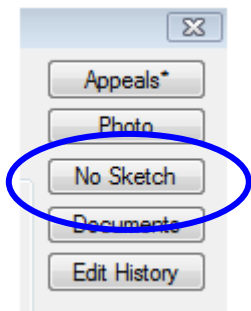
The **Appeals** Button can be clicked to return to the Appeals Form if further changes are needed to this Appeal.

Photo Button



A digital photo of the Prebilled Mobile Home can be attached to the Mobile Home record. See the WinGAP Photo Module section of this manual for these procedures.

No Sketch / Sketch Button



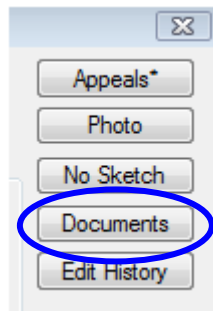
The **No Sketch / Sketch** Button, above, takes the user to the WinGAP Sketching Module, where heated areas, appendages, and site improvements for the Mobile Home can be sketched and labeled. Sketching and labeling procedures are covered in the Residential, Commercial, and Mobile Homes Sketching Module section of this manual, discussed earlier in this manual.

If the Mobile Home has been sketched, the No Sketch / Sketch Button will read Sketch. If no sketch data for the Mobile Home exists, the No Sketch / Sketch button will read No Sketch.

NOTE: Sketches are descriptive in nature, and do not add value to the Prebilled Mobile Home. Also, at the present time, sketches for Mobile Homes WILL NOT print on Property Record Cards.

NOTE: Prior to sketching a Mobile Home, Improvement Labels for Manufactured Housing must be entered in **Tools >> Schedules / Tables >> Improvement Labels**.

Documents Button

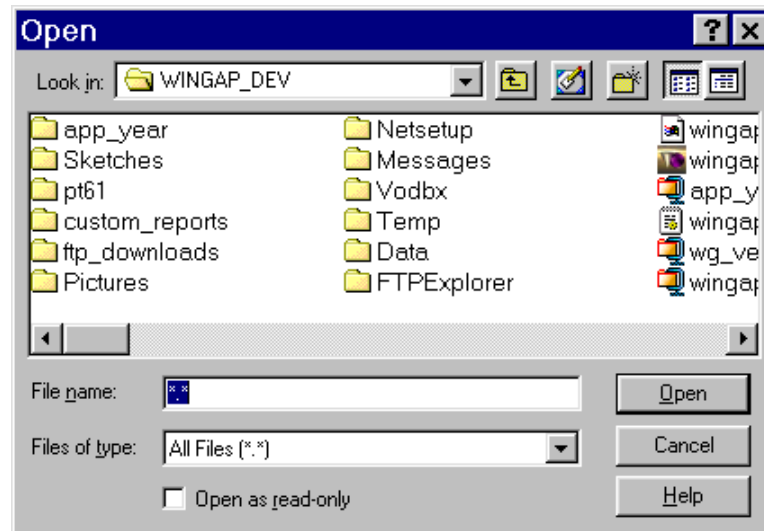


A digital photo of the Prebilled Mobile Home can be attached to the Mobile Home record. See the WinGAP Photo Module section of this manual for these procedures.

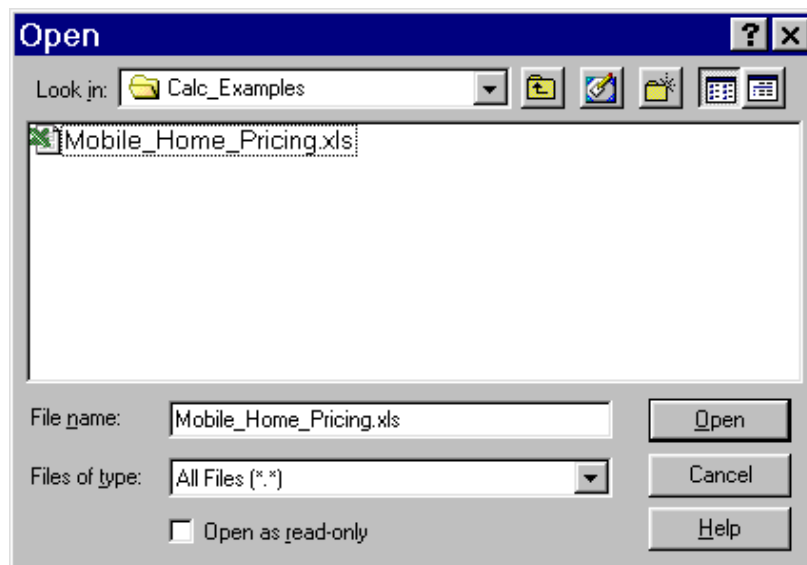
The **Documents** Button, located to the right of the Yr Purchased field, above the Transfer Button, provides the user with a means of attaching documents of all types to the Prebilled Mobile Home. A document is attached by right clicking on the Documents button, which will produce a single menu option:



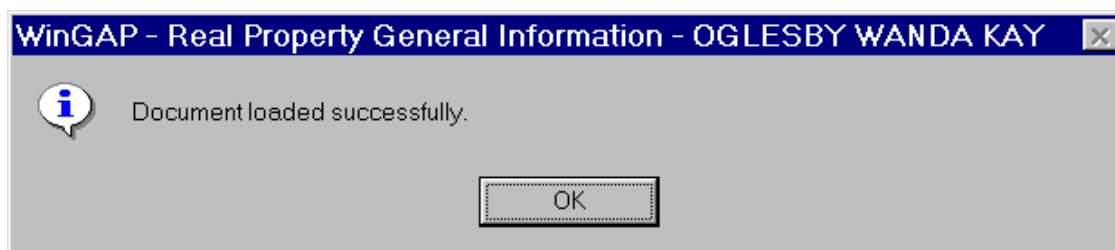
The user should left click on the "Load Digital Documents" option, which will produce an Open Dialog Box, below.



The user should navigate to the folder that contains the document to be attached, select the document, and click Open, as seen below.



The document will be copied to a folder that is named with a leading letter that corresponds to the property type (R for Real, P for Personal, M for Prebilled Mobile Homes) plus the Account Number (Mobilekey). All folders will be placed inside a WinGAP subfolder named Documents. If the Document is loaded successfully, the user will receive the following message:



An asterisk "***" will be displayed on the Documents Button when a Document is present. The Document can be opened by clicking on the Documents Button and double clicking on the desired Document. Documents can also be renamed, deleted or edited.

Transfer Button

WinGAP - Manufactured Housing - ABLE PATTI: 1 of 1

MH Key: 5020 - 2005 24 x 60 Redman Berk PIN J01-00-010 -

Appraiser Key 5020

Review Date / /

Improvement Information

Mfg Redman Story Height 1 Story

Model Berkshire Decal Yr 2009 Decal No A5699

Class Average Serial No

Year Model 2005 Purch Price 35000

Eff Yr Blt Exempt Yr Purchased 2006

Size 24 x 60 Tip Out Transfer

Size 0 x 0 = 0 Adj 0.85 Transfer to Homestead

Depreciation

Condition Good

Calc Dep 0.95

Ovr Dep 0.00

Func Obs 1.00

Econ Obs 1.00

Values

RCN 35,237 MAV

NADA (14) 30,107

MH Calc 22,475 22,475

A Prebilled Mobile Home can be transferred to another owner by clicking on the **Transfer** Button, as seen in the image on the Mobile Homes Form, above. The Property Transfer Form will appear, as seen below.

WinGAP - Property Transfer

Current Owner AARON C B Select

MH Key: 5016 Decal 2007/R54334 2002 24 x 70 REDMAN / ABINGTON

REAL 018 072	3.80 AC RES HWY 25 SOUTH	3.80 5226	HWY
REAL 018 085	96.00 AC FARM HWY 25 SOUTH	96.00 0	HWY
REAL M04 001	1.20 AC MEDICAL OFFICE E WINTH	1.20 1075	E WIL
REAL M16 104	.27 AC BEARD ST	0.00 0	BEAR

Include All Include Remove Remove All

New Owner Select Add New Owner

Help Cancel Apply OK

When the Transfer Button on the Mobile Homes Form is clicked and the Property Transfer Form appears, the **Current Owner** and all types of property for that owner will appear in the **Current Owner Property List Box** at the top of the Transfer Form, as seen above.

The Property Transfer Form is divided into several sections. At the top of the Form are the Current Owner field, already filled in, and the Select Button. Beneath the Current Owner Property List Box are the **New Owner** field and **Select** Button. The Select Button is clicked here to produce the Owner Search Form and select the owner to which the Mobile Home is to be transferred. If the Mobile Home is to be transferred to a new owner, the **Add New Owner** Button is clicked to add the new owner. After the New Owner is selected (or added) and the user returns to the Property Transfer Form, the New Owner's name will display in the New Owner Field.

Beneath the New Owner field is the **New Owner Property** List Box, where the Mobile Home that is transferred to the New Owner will display. Finally, the **Cancel**, **Apply** and **OK** Buttons allow the user to cancel the Property Transfer, apply the changes and stay on the Form, or save the changes and leave the Form.

Current Owner Property List Box

The information that is displayed in the Current Owner Property List Box will vary depending on the type of property (Real, Personal, or Prebilled Mobile Home). In the case of this owner, who has both Real Property and a Prebilled Mobile Home, the Prebilled Mobile Home information is the first item in the list box, and displays the description "MH", followed by

- ☐ Mobile Home Key
- ☐ Decal Year
- ☐ Decal Number
- ☐ Year Built
- ☐ Size
- ☐ Manufacturer
- ☐ Model

Beneath the Mobile Home record are four Real Property records, displaying the description "REAL", followed by the Parcel Number, Legal Description, Total Acres, and Street Address.

New Owner Field/Select Button

The next step in the Property Transfer process is to select the Owner to which this Mobile Home is to be transferred. This is done by

- ☐ clicking the Select Button to the right of the New Owner field (as with the Current Owner field, the user cannot key a name into the New Owner field) which produces the Owner Search Form
- ☐ a New Owner record is located in the Owner Information List Box and highlighted
- ☐ the user is returned to the Property Transfer Form by clicking the **Open** Button on the Owner Search Form (or pressing Enter on the desired owner record, double-clicking on the record, or pressing Alt+O).
- ☐ the New Owner's name will display in the New Owner field
- ☐ the New Property Owner List Box will remain blank, as shown below.

New Owner Property List Box

The New Owner Property List Box, as shown on the next page, will remain blank until the Mobile Home is selected in the Current Owner Property List Box and sent to the New Owner Property List box by clicking the **Include** Button, discussed later.

WinGAP - Property Transfer

Current Owner: AARON C B Select

MH Key: 5016 Decal 2007/R54334 2002 24 x 70 REDMAN / ABINGTON

REAL 018 072	3.80 AC RES HWY 25 SOUTH	3.80	5226	HWY
REAL 018 085	96.00 AC FARM HWY 25 SOUTH	96.00	0	HWY
REAL M04 001	1.20 AC MEDICAL OFFICE E WINTH	1.20	1075	E WID
REAL M16 104	.27 AC BEARD ST	0.00	0	BEAR

Include All Include Remove Remove All

New Owner: ACTON WILLIAM C Select Add New Owner

Help Cancel Apply OK

Add New Owner Button

If the Mobile Home is to be transferred to an Owner that is not presently in the County's Owner database, the user should click the **Add New Owner** Button. This will produce the Owner Information Form, below, where the New Owner can be added. (See the procedures for adding a new owner on the Owner Information Form section of this manual, if needed).

WinGAP - Owner Information

Last First Mid Init Owner Key 0

Corporate Name Edit

Address

City State Zip

Numbers

Home	<input type="text"/>	FEL	<input type="text"/>
Work	<input type="text"/>	SSN	<input type="text"/>
Fax	<input type="text"/>	SSN 2	<input type="text"/>
Entity Type	<input type="text"/>	SST	<input type="text"/>

Owner BD ... Spouse BD ... Edit History Transfer

Multiple Owners List ☐ Non-Disclosure

Help Cancel Delete New Apply OK

Assessment Information

Real Prop Parcels	
Personal Prop Accts	
Prebill Mobile Homes	
Owner's Total Acres	
Value	
Land	
Improvement	
Personal Property	
Mobile Homes	
Totals	

After adding the New Owner and clicking the OK Button on the Owner Information Form, the user will be returned to the Property Transfer Form, and the New Owner's name will display in the New Owner field. The New Owner Property List Box will be blank.

Include and Include All Buttons

To effect the actual transfer of the Prebilled Mobile Home, the user must click on the Prebilled Mobile Home record that is to be transferred in the Current Owner Property List Box, which will highlight that record and enable the Include All and Include Buttons, as shown below.

The screenshot shows the 'WinGAP - Property Transfer' window. The 'Current Owner' field is 'AARON C B'. The 'Current Owner Property List Box' contains the following data:

MH Key:	5016 Decal	2007/R54334	2002 24 x 70	REDMAN / ABINGTON
REAL 018 072	3.80 AC	RES HWY 25 SOUTH	3.80 5226	HWY :
REAL 018 085	96.00 AC	FARM HWY 25 SOUTH	96.00 0	HWY :
REAL M04 001	1.20 AC	MEDICAL OFFICE E WINTH	1.20 1075	E WI
REAL M16 104	.27 AC	BEARD ST	0.00 0	BEAR

The 'Include All' button is highlighted. The 'New Owner' field is 'ACTON WILLIAM C'. The 'New Owner Property List Box' is empty. The 'Include' button is disabled.

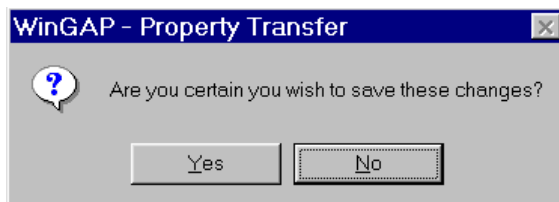
The Include Button will be used to perform the transfer of the Mobile Home from one owner to the other. (if all property records belonging to the Current Owner are to be transferred to the New Owner, the user should click the **Include All** Button). The Mobile Home record will move from the Current Owner Property List Box to the New Owner Property List Box, as shown below.

The screenshot shows the 'WinGAP - Property Transfer' window. The 'Current Owner' field is 'AARON C B'. The 'Current Owner Property List Box' contains the following data:

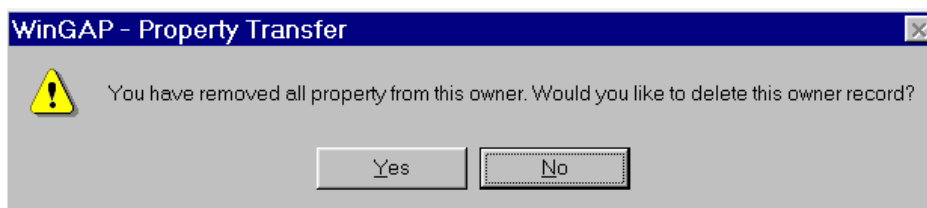
REAL 018 072	3.80 AC	RES HWY 25 SOUTH	3.80 5226	HWY :
REAL 018 085	96.00 AC	FARM HWY 25 SOUTH	96.00 0	HWY :
REAL M04 001	1.20 AC	MEDICAL OFFICE E WINTH	1.20 1075	E WI
REAL M16 104	.27 AC	BEARD ST	0.00 0	BEAR

The 'Include' button is highlighted with a blue oval. The 'New Owner' field is 'ACTON WILLIAM C'. The 'New Owner Property List Box' is empty. The 'Include' button is enabled.

Either the **Apply** or **OK** Button should now be clicked to save the Property Transfer, which will prompt the message "Are you certain you wish to save these changes?", as seen below.

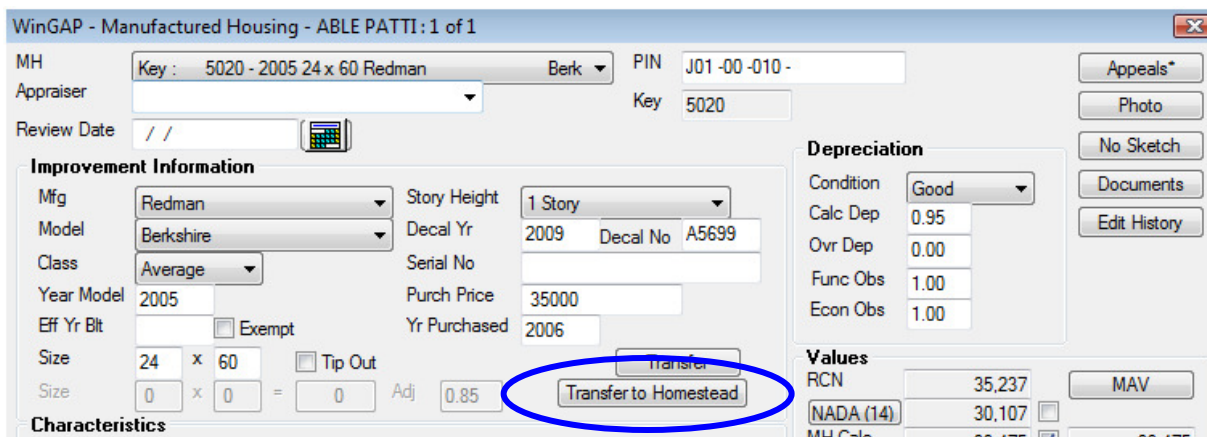


Clicking "Yes" will transfer the property; "No" will cancel the transfer process. If the user clicks "Yes", and the Current Owner no longer has any property, the user will receive the message "You have removed all property from this owner. Would you like to delete this owner record?", as seen below.



If this is the case, "Yes" should be selected to delete the owner from which the Mobile Home was transferred; "No" will preserve the owner record. If the Apply Button was clicked to complete the Property Transfer, the user will remain on the Property Transfer Form, where OK or Cancel can now be clicked to return to the Mobile Homes Form.

Transfer to Homestead Button

A screenshot of the "WinGAP - Manufactured Housing - ABLE PATTI: 1 of 1" form. The form contains various fields for property information, including MH, Appraiser, Review Date, Improvement Information, Depreciation, and Values. A blue circle highlights the "Transfer to Homestead" button located in the bottom right area of the form.

A Prebilled Mobile Home can be transferred to a Homesteaded Mobile Home by clicking on the **Transfer to Homestead** Button, as seen in the image above, on the Mobile Homes Form. The Transfer Improvements Form will appear, as seen on the next page.

WinGAP - Transfer Improvements

MFG Housing Key #: 5016

REDMAN ABINGTON 24 x 70

Select Parcel to receive transferred improvement

Search

Cancel Apply OK

The Prebilled Mobile Home that is about to be transferred to Homestead will appear in the list box at the top of the Form. The user should now select the parcel to which the Mobile Home is to be transferred. This is done by keying in the parcel number in the yellow parcel number field and clicking the Search Button. A list of parcels beginning with the keyed parcel number will display, and the user can click on the parcel that is to receive the Mobile Home to verify that this is the correct parcel, as shown below.

WinGAP - Transfer Improvements

MFG Housing Key #: 5016

REDMAN ABINGTON 24 x 70

Select Parcel to receive transferred improvement

002 - Search

002 001	300.00	\$0
002 004	140.05	\$1
002 006	1.00	\$1
002 007	2.00	\$0
002 008	23.78	\$0
002 009	2.59	\$1
002 010	0.00	\$0
002 011	3.00	\$0
002 013	6.00	\$0
002 014	115.83	\$0
002 015	0.00	\$0
002 016	77.61	\$0
002 017	31.23	\$1
002 018	89.00	\$1

COLLINS JOHN R

0 SOUTH HERNDON ROAD

Legal: 115.83 AC M/H S HERNDON RD

Acres: 115.83

Account [realkey]: 104

Cancel Apply OK

If this is the correct parcel, the next step in the Transfer to Homestead process is to select the Mobile Home to be transferred. This is done by clicking on the Mobile Home item in the list box at the top of the Form, as seen below.

WinGAP - Transfer Improvements

MFG Housing Key #: 5016

REDMAN ABINGTON 24 x 70

Select Parcel to receive transferred improvement

Parcel ID	Value	Unit
002 001	300.00	\$0
002 004	140.05	\$1
002 006	1.00	\$1
002 007	2.00	\$0
002 008	23.78	\$0
002 009	2.59	\$1
002 010	0.00	\$0
002 011	3.00	\$0
002 013	6.00	\$0
002 014	115.83	\$0
002 015	0.00	\$0
002 016	77.61	\$0
002 017	31.23	\$1
002 018	89.00	\$1

COLLINS JOHN R
0 SOUTH HERNDON ROAD
Legal: 115.83 AC M/H S HERNDON RD
Acres: 115.83
Account [realkey]: 104

Cancel Apply OK

The Apply Button can be clicked to transfer the Mobile Home to the new parcel and remain on the Transfer Improvements Form, or the OK Button can be clicked to transfer the Mobile Home and return to either the Prebill Mobile Homes Search Form or the Owner Form, whichever was used to reach the original Prebilled Mobile Homes Form. Before leaving the Transfer Improvements Form, the user will receive a message that appropriate edits should be made to effect the change in status of the Prebilled Mobile Home.

WinGAP - Transfer Improvements

You should edit the real property parcels and adjust each with appropriate change of assessment reasons.

OK

Prebilled Mobile Homes Printer Button

At the bottom left of the Prebilled Mobile Homes Form is the **Printer** Button.

Location Info



House No: 550 Ext:

Street: Macon

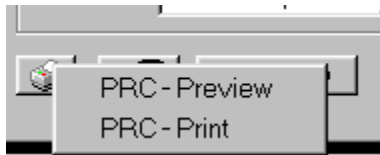
St Type: Hwy

Park: Arbor Oaks

Tax District: 01 - Unincorporated

As on many forms in WinGAP, this button can be clicked to print an image of the Form. However, the Printer Button on the Mobile Homes Form can also be right-clicked; doing so will produce a Print Options Menu, as seen below.



- The PRC - Preview option will preview the Prebill Mfg Housing Property Record Card, where it can then be printed
- The PRC - Print option will print the Prebill Mfg Housing Property Record Card, without a print preview

Left clicking on either of these options on the Print Options Menu will produce the desired result.

Owner Information Button

A screenshot of a form titled 'Location Info'. It contains several input fields: 'House No' with the value '550', 'Ext' (empty), 'Street' with 'Macon', 'St Type' with 'Hwy', 'Park' with 'Arbor Oaks', and 'Tax District' with a dropdown menu showing '01 - Unincorporated'. At the bottom left of the form, there are two icons: a printer icon and a person icon. A blue rectangular box is drawn around the person icon, which is the 'Owner Information Button'.

The Owner Information Button (also called the "People" Button) is located on the lower left of the Prebilled Mobile Homes Form and can be clicked to view the Owner Information Form, as seen on the next page, for the Prebilled Mobile Home that was just added / edited / viewed.

WinGAP - Owner Information

Last: First: Mid Init: Owner Key:

Corporate Name:

Address:

City: State: Zip:

Numbers

Home	() -	FEI	-
Work	() -	SSN	- -
Fax	() -	SSN 2	- -
Entity Type	<input type="text"/>	SST	<input type="text"/>

Owner BD: Spouse BD:

Multiple Owners List:

☒ Non-Disclosure

Assessment Information

Real Prop Parcels	4
Personal Prop Accts	0
Prebill Mobile Homes	1
Owner's Total Acres	101.00

Value

Land	44,815
Improvement	133,308
Personal Property	0
Mobile Homes	34,735
Totals	212,858

When Adding a Prebilled Mobile Home, the new Prebilled Mobile Home record must be saved before the Owner Information Button can be clicked and the owner information viewed. When the Owner Information Form is reached from the Prebilled Mobile Homes Form, changes **can** be made to the owner information, but a New Owner cannot be added at this point, nor can the Owner be deleted, nor can any of the Owner's other Real or Personal Property, or Prebilled Mobile Homes, if applicable to this Owner, be accessed at this point.

APPENDIX

WinGAP Basic Data Entry Glossary of Short Cuts

Main WinGAP Windows Screen

Ctrl + N – Add New Owner
Ctrl + Y – Select Appraisal Year
Ctrl + L – Login as Different User
Ctrl + F – Future Year
Ctrl + O – Owner Search
Ctrl + M – Multi Owner Search
Ctrl + V – Real Index Search
Ctrl + R – Real Property Search
Ctrl + Shift + P – Personal Property Search
Ctrl + T – Property Transfer

Alt + F – File Menu
Alt + P – Property Maintenance Menu
Alt + A – Appeals Menu
Alt + R – Reports Menu
Alt + S – Statistics Menu
Alt + T – Tools Menu
Alt + O – Add-Ons Menu
Alt + H – Help Menu

Owner Search Form

Alt + S – Search Button
Alt + C – Cancel Button
Alt + O – Open Button
Alt + N – Selects Name Search Order
Alt + P – Selects Parcel # Search Order
Alt + A – Selects Owner Account # Search Order

Multiple Owner Search Form

Alt + S – Search Button
Alt + C – Cancel Button
Alt + O – Open Button

Real Index Search Form

Alt + S – Search Button
Alt + C – Cancel Button
Alt + O – Open Button

Real Property Search Form

Alt + S – Search Button
Alt + C – Cancel Button
Alt + O – Open Button
Alt + N – Selects Name Search Order
Alt + P – Selects Parcel # Search Order
Alt + T – Selects Street Name/Number Search Order
Alt + A – Selects Real Property Account # Search Order

Personal Property Search Form

Alt + S – Search Button
Alt + C – Cancel Button
Alt + O – Open Button
Alt + N – Selects Name Search Order
Alt + P – Selects Parcel # Search Order
Alt + T – Selects Street Name/Number Search Order
Alt + A – Selects Personal Property Account # Search Order
Alt + O – Selects County ID # Search Order
Alt + D – Selects DBA (Doing Business As) Search Order

Prebilled Mobile Homes Property Search Form

Alt + S – Search Button
Alt + C – Cancel Button
Alt + O – Open Button
Alt + N – Selects Name Search Order
Alt + P – Selects Parcel # Search Order
Alt + T – Selects Street Name/Number Search Order
Alt + A – Selects Mobile Home Account # Search Order
Alt + D – Selects Decal # Search Order

Property Transfer Form

Alt + C – Cancel Button
Alt + A – Apply Button
Alt + O – OK Button

All Data Entry Forms

Alt + H – Help Button
Alt + C – Cancel Button
Alt + D – Delete Button
Alt + N – New Button
Alt + A – Apply Button
Alt + O – OK Button
Alt + E – Edit History Button

Various Data Entry Forms

Alt + S – Add/Edit Sales Button on Real Property General Information Screen, Sketch Button on Residential Improvement/Commercial Improvement Screen

Alt + L – Add/Edit Land Button on Real Property General Information Screen, Add/Edit Leased Equipment on Personal Property General Information Screen

Alt + R – Add/Edit Real Property on Owner Screen, Add/Edit Residential Improvement Button on Real Property General Information Screen, Add/Edit Other Button on Personal Property General Information Screen

Alt + I – Add/Edit Commercial Imp Button on Real Property General Information Screen, Add/Edit Inventory on Personal Property General Information Screen

Alt + M – Add/Edit Accessory Imp Button on Real Property General Information Screen

Alt + P – Add/Edit Personal Property on Owner Screen, Add/Edit Permits Button on Real Property General Information Screen

Alt + E– Add/Edit Appeals Button on Real Property General Information Screen

Alt +M – Add/Edit Prebilled Mobile Homes on Owner Screen, Add/Edit Accessory Improvement Button on Real Property General Information Screen, Add/Edit MEFF on Personal Prop General Information Screen

Alt + F – Add/Edit Freeport Inventory Button on Personal Property General Information Screen

Alt + B – Add/Edit B oats Button on Personal Property General Information Screen

Alt + T– Add/Edit Aircraft Button on Personal Property General Information Screen, Transfer Prebilled Mobile Home on Manufactured Housing Screen

NOTE: The underscored letter that activates the menu or screen hotkey options (Alt + letter) will be shown at all times, if the user modifies the properties of the Windows Desktop. To modify Windows so that hotkey letters are shown at all times, follow the steps below:

1. right click on an open area of the Desktop
2. select Properties from the context menu
3. click on the Appearance tab
4. click the Effects... button
5. uncheck "Hide underlined letters for keyboard navigation until I press the Alt key"
6. click OK on the Effects screen
7. click OK on the Display Properties screen

Miscellaneous Windows shortcuts

Windows logo key - Open or close the Start Menu

Windows logo key + Break - Display the System Properties dialog box

Windows logo key + D - Display the Desktop

Windows logo key + M - Minimize all windows

Windows logo key + Shift + M - Restore minimized windows to the Desktop

Windows logo key + E - Open Windows Explorer to "My Computer"

Windows logo key + F - Search for a file or folder

Ctrl + Windows logo key + F - Search for computers (if you are on a network)

Windows logo key + L - Lock your computer (if you are connected to a network domain), or switch users (if you are not connected to a network domain)

Windows logo key + R - Open the Run dialog box

DOR Conservation Use Market Data Extraction

In an effort to facilitate the gathering of information for the annual Conservation Use Market Study, a routine has been developed that will extract market information from your WinGAP data and with the FTP Upload function in WinGAP, provide you a means of uploading the data to the ftp site. Parcel data will be extracted for parcels with 25 acres or more with a digest class of Ag, Pref, Consv Use or Environmentally Sens and a FM or LM sale that occurred in 2007 or 2008.

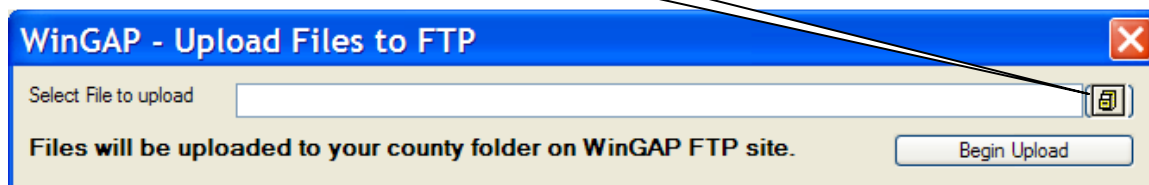
The extraction and uploading to the FTP site should take only a few minutes and does not require that users be out of WinGAP. The routine must be run on a computer that has the WinZip Command Line installed in c:\program files\winzip. The routine will check for the WinZip installation and inform you if the file does not exist.

If you performed the extraction last year, you will already have the routine (dor_cuv.prg) loaded on your system. You can proceed to Step 5 in the instructions below. If you did not perform the extraction last year or you receive a message that the file is not found when you execute Step 7 below, you will need to proceed with the full set of instructions beginning with Step 1.

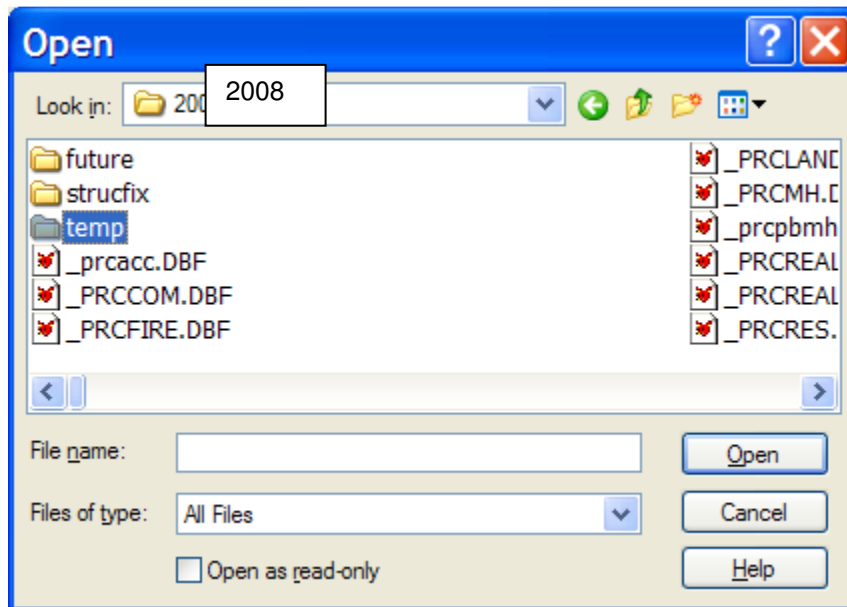
To download the routine, run the routine and upload the data, follow the steps below:

1. Go to <http://www.wingap.com/catalog.htm/>.
2. Scroll down the page until you find the item "new" WinGAP dor_cuv Extraction Routine.
3. Click on the item and save the dor_cuv.prg into your current appraisal year folder (2009 or 2010).
NOTE: If a left click opens what appears to be a text file, close the file. Then right click on the item and select the menu option Save Target As.
4. Download the dor_cuv.prg into your current appraisal year folder (2009 or 2010)
5. Run Fox
6. Cd 2009 or cd 2010 (whichever folder is your current appraisal year)
7. Do dor_cuv
8. Follow the prompts
9. Quit
10. Run wingap
11. Run the File >> Upload to Ftp ... menu option
12. Click the Browse button at the end of the Select File to Upload field

The Browse Button

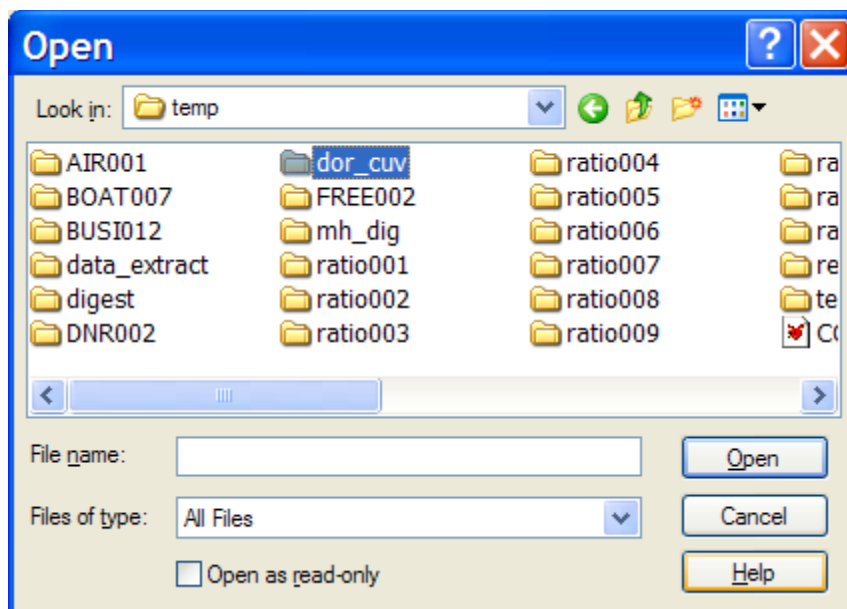


13. Navigate to the folder inside the appraisal year folder (2009 or 2010).



14. Select the folder and click the Open button

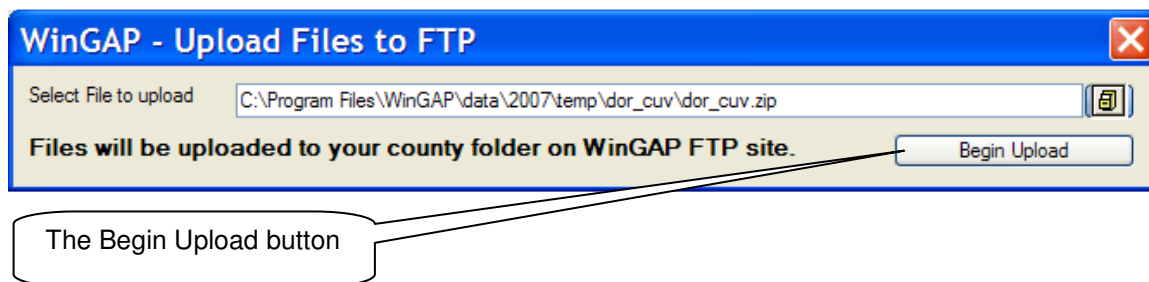
15. Select the dor_cuv folder found in the temp folder and click Open



16. Select the dor_cuv.zip file and click the Open button



17. Click the Begin Upload button on the Upload Files to FTP screen



18. The file should be uploaded

19. Email me at rgreese@msn.com with a copy to the other DOR Tech Support agents when the file has been uploaded:

Wayne Blackwelder: wblack@wingap.com

Grant Hilton: hilt1695@bellsouth.net

Tracy Thomas: atthomas@wingap.net

Mark Loyd: mark.loyd@dor.ga.gov

Kenny Colson: kenny.colson@dor.ga.gov

If you encounter any problems or have questions, do not hesitate to use online support or contact one of the DOR Tech Support agents.

It is of utmost importance that we obtain this data as soon as possible. At your earliest convenience, please take a few minutes to perform the above operation. Thank you for your assistance in this matter.

WinGAP HB 233 Changes and Procedures

Modifications to WinGAP

Changes in WinGAP beginning with Version 3.10.1 provide County Assessors' Offices with the capability of maintaining the Moratorium Appraised Value (hereafter called MAV), as required by House Bill 233, passed by the Georgia General Assembly in early 2009. HB 233 requires that all counties in Georgia, with certain exceptions, place a moratorium on all increases in the assessed value of real and personal property.

Fields have been added to contain and hold the MAV

Procedures are in place to initially load and MAV and update MAV

Fair Market Value (FMV) is also maintained

Change of Assessment Notices will reflect MAV

There will be Consolidation Reports for both FMV and MAV

Digest Submission Reports will contain MAV

Property Record Cards will contain MAV

Five Categories of Counties

Counties in Georgia are divided into 5 (five) categories within WinGAP depending upon how they will comply with the provisions of HB.

Category 1

- Inflationary growth increases are present in the County Appraisal Year 2009 data

Category 2

- The County has removed all inflationary increases from 2009 data

Category 3

- An "HB" folder has been setup for the purpose of removing inflationary growth
- True FMV is maintained in the Appraisal Year 2009 folder

Category 4

- The County is exempt from HB 233 provisions
 - The County is undergoing a comprehensive revaluation that complies with the provisions of HB 233
 - The County is a "Brave Heart" county

Category 5

- The County rolled over to 2010 before MAV was setup

How WinGAP handles MAV will depend upon the Category the County is in, as discussed below.

Important: Change of Assessment Reasons are the key to assigning how growth is handled.

Category 1 counties - inflationary increases in their 2009 data

A parcel that has positive inflationary growth will have the property items compared to the previous year (currently, 2008) property items. The lesser of the two values will be assigned to MAV. Any NEW property item values will be assigned to MAV. A parcel that has zero or negative inflationary growth will have the 2009 property item values assigned to MAV.

There are several issues that result from handling the inflationary growth in this manner. The value of additions to structures on parcels with inflationary growth are added to inflationary growth, while new structure values are assigned to real growth. Thus, structures with new additions will have an understated MAV, and the County will not be “credited” for all the new growth.

Category 2 counties – no positive inflationary growth in their 2009 data

Counties in Category 2 will have the 2009 appraisal year values assigned to MAV. There are two issues that result from handling the inflationary growth in this manner. The loss of true FMV, and the FMV does not include schedule updates or the regrading of structures.

Category 3 counties – non-inflationary data and FMV data are kept in separate folders for that appraisal year

Counties in Category 3 have non-inflationary values pulled from the appropriate folder and assigned to MAV for each item. The non-inflationary folder name is typically called something like HB2009 or HB233. The main issue for Category 3 counties is keeping up with TWO appraisal years: the 2009 FMV appraisal year values in the 2009 folder, and the non-inflationary values for the 2009 year in the HB2009 or HB233 folder.

Category 4 counties – exempt from the provisions of HB233

Counties in Category 4 are exempt from the provisions of HB233. Thus, the MAV fields will not be updated, and the normal FMV will be maintained. There are several issues that result from being a category 4 county. The county may be conducting a revaluation and having to deal with all of the other issues that result from this, and the county may receive a multitude of questions from taxpayers with regard to why their assessments have not been frozen.

Category 5 counties – rolled to 2010

Counties in Category 5 will have the values that exist in 2010 placed in the MAV fields. The previous and original MAV numbers will come from 2009. The county should consider editing the MAV where inflationary changes have been made to the parcel.

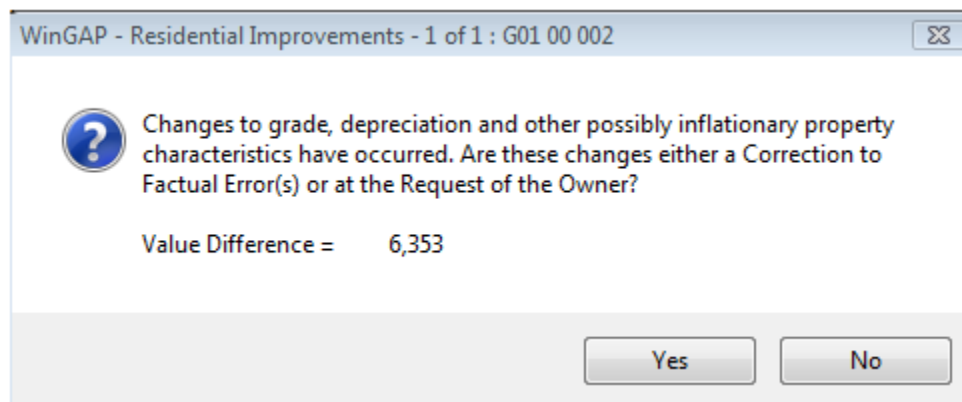
Property Types, Prompts, and how WinGAP handles the changes required by HB233

All property types are impacted by HB233, including Real Property, Personal Property, Prebilled Mobile Homes, and Motor Vehicles. How these changes are handled by WinGAP are specifically discussed in the various sections of this manual that deal with these property types. However, the following general principles apply to all sections:

Any value increase resulting from inflationary property changes will produce a message which prompts the user to respond in either a Yes or No manner, as described below.

- Yes = FMV and MAV are updated
- No = only FMV is updated

An example of this message is shown below.



Any value decrease resulting from inflationary OR real property changes, examples of which are listed below, will automatically update FMV and MAV:

- Reduce land influence
- Reduce grade
- Reduce functional depreciation
- Reduce square footage
- Change boat pricing from Cost to ABOS

Any value increase resulting from schedule updates will update only FMV:

- Live value calculations take place when the property item screen is opened
 - For instance, the value of the property item before the screen is opened is 150,000
 - The value after the screen is opened changes to 160,000
 - FMV is updated by the difference, 10,000; MAV is not changed

Any value decreases from schedule updates will update both FMV and MAV

Real Growth changes will update both FMV and MAV:

- The value of new property items automatically update FMV and MAV

Inflationary growth will be separated from real growth as changes are made to each property item:

- Land
- Residential Improvement
- Commercial Improvement
- Accessories
- Manufactured Housing
- Personal Property

Separation of growth value will be based on changes to property characteristics and subsequent value modification

Property characteristics will be segregated into inflationary and non-inflationary categories

- Inflationary value changes
 - Update non-allowable variable
- Non-inflationary value changes
 - Update allowable variable

Prompt for value change occurs when non-allowable value is greater than zero

Inflationary property characteristic examples

- Land Influences
- Grade of structure
- Obsolescence and other factors
- Change in pricing method
 - Manufactured Homes: changed from NADA to Cost
 - Marine: changed from ABOS to Cost


Non-Inflationary property characteristic examples

- Acres
- Area / Dimensions of structure
- Exterior Walls, floor covering, etc.

Override Values for all property items

- When a newly keyed override value exceeds the previous year's item value, the user will be prompted with an Error Correction / Owner Request message, as shown on the next page.

WinGAP - Land Information : G01 00 001

 Was the value change a result of either a Correction of Factual Error or at the Request of Owner?

Value Difference = 2,260

Yes No

- Yes = Both FMV and MAV are updated
 - No = FMV is updated; MAV is not updated.
- If override value is less than previous year's item value, both FMV and MAV are automatically updated with the new override value

Previous year MAV for each property item is retained in the mavorig field

- The previous year MAV is updated during Yearend Cleanup
- The previous year MAV is used in determining if the "prompt" should appear
 - If the new value > mavorig and any portion of a new value is inflationary, the "prompt" will appear
- The previous year MAV is displayed when the mouse hovers over the MAV button, as shown below (MAV Ag button for Land).

WinGAP - Land Information : G01 00 001

Parcel No: G01-00-001-
 Class: Residential
 Strat: Lots
 Land Value: 27,740
 Ovr Value: 29,000
 Last Calc: 27,740
 Override Acres: 0.00
 Ovr Date: / /

Land Use
☒ Urban ☐ Rural

Appraiser

MAV Ag: 28,000
 MAV Pref: 0
 Total Acres: 4.00
 Calculated Acres: 4.00
 Acc / Des: 0 A 1.00

MAVORIG = 24411

Ovr Rsn

Sub #	Landuse	Productivity	Acres	Ag/Pref
001	0 153331	4.00	0	STONEGABLE #1

WinGAP Preferences Form

WinGAP - Preferences

County Information

County Name: Jones

Address: Jones County Government Center
P O Box 1359

City / State / Zip: Gray GA 31032-

☐ Exempt from Provisions of HB233 for this digest year

Checking the “Exempt from Provisions of HB233 for the digest year” should only be done in three situations.

- The County is specifically exempt by verbiage in HB233. This applies only to Richmond and Houston counties.
- The county is undergoing a Comprehensive County-Wide revaluation
 - The checkbox MUST be unchecked when the county rolls over to 2010
 - It is the county’s responsibility to uncheck this box
- All Appraisal Years prior to 2009

Checking the “Exempt from Provisions of HB233 for the digest year” produces the following:

- The MAV fields are visible
- The county will operate under the current FMV scheme
- There is no prompting for MAV changes
- All MAV field values are set to zero

WinGAP General Information Forms

WinGAP - Real Property General Information - GOSS THOMAS O JR & WENDY : G01 00 004

<< Top < Prev **Next >** End >> Account Number 6932 Duplicate Notice Special District

PIN (2) G01-00-004- Tax District 01 - Unincorporated

Alt PIN Asmt Reason

Street Information

House #	Ext	Dir	Units	Street Name
0				

Type Quad Latitude Longitude Zip Code

Property Information

LL 52 LD 9 GMD Zoning

Legal : LOT 7 BLK C STONEGABLE SUB 319/659 PB 10/168

Neighborhood Gray

Lendor Total Acres 2.61

Subdivision

Values

	Previous	Current	Return	Curr-MAV	Prev-MAV
	130,255	130,255	0	130,255	130,255

History

	2000	0	0
	125,728	0	0

FMV MAV

	FMV	MAV
Land (1)	19,053	19,053
Res Imp (1)	111,202	111,202
Com Imp	0	0
Acc Imp	0	0

Edit Information

Future New Owner Transfer Items Transfer Sales Permits Appeals

Value summary for FMV and FMV will be displayed

- Current and Previous
- Property Item (Land, Improvements, etc) summation

The Previous MAV for Real and Personal Property can be edited by clicking the Edit button to the right of the Prev-MAV

The “Access” Buttons for Property Items have been modified

- The Add / Edit Buttons have been removed
- The text that describes the Property Item is now a button that is clicked for access
- Hot Keys still function in the same manner
- The number of items display on the button within the parentheses ()
- In no number is present, no item exists

Res Imp (1)

Acc Imp

WinGAP Property Item Forms

Values

Override	0	MAV	111,202
Improvement	112,988	Ovr Date	/ /
Last Calc	111,202	Ovr Rsn	

State Homestead ☐ House No Ext Dir Units Street Name

0

Help Edit History Cancel New

Values for FMV and FMV will be displayed

MAV button(s) are available to allow manual changes to MAV

- Click the MAV button
- Key the value
- Tab out
- The Land Information Form has both MAV Ag and MAV Pref buttons

WinGAP - Land Information : G01 00 004

Parcel No: G01-00-004 - Land Use: ☒ Urban ☐ Rural Apprais

Class: Residential

Strat: Lots

Land Value: 19,053

Ovr Value: 0

Last Calc: 19,053

Override Acres: 0.00

MAV Ag 19,053

MAV Pref 0

Total Acres: 2.61

Calculated Acres: 2.61

Acc / Des: 0 A 1.00

WinGAP MAV Buttons

WARNING!!!

- Values keyed via the MAV button are not monitored
- Keyed MAV values are permanent only for that screen session
- Any future changes to the property could modify MAV

Working with MAV

The order of processing changes that affect value DOES matter

Non-inflationary changes made first and then saved generates a lower MAV

Any inflationary changes that are made will first result in a portion of the inflationary value being added to MAV

WinGAP - Real Property General Information - CLARK PAMELA S : G01 00 024

<< Top < Prev Next > End >> Account Number 10265 Duplicate ☐ Notice ☐ Special District

PIN (1) G01 -00 -024 - Tax District 02 - Gray

Alt PIN Asmt Reason

Street Information					Values	History			
House #	Ext	Dir	Units	Street Name	Previous	Current	Return	2000	102,141
0					96,945	96,945	0	0	0
Type	Quad	Latitude	Longitude	Zip Code	Curr-MAV	96,945	Prev-MAV	0	0
				-					

Property Information

Future

If the Previous Year MAV is zero, as shown in the image above:

- It should be the same as the Current Year MAV
- Click Edit button to change
- Tab out

WinGAP - Real Property General Information - CLARK PAMELA S : G01 00 024

<< Top < Prev Next > End >> Account Number 10265 Duplicate ☐ Notice ☐ Special District

PIN (1) G01 -00 -024 - Tax District 02 - Gray

Alt PIN Asmt Reason

Street Information					Values	History			
House #	Ext	Dir	Units	Street Name	Previous	Current	Return	2000	102,141
0					96,945	96,945	0	0	0
Type	Quad	Latitude	Longitude	Zip Code	Curr-MAV	96,945	Prev-MAV	96,945	0
				-					

Property Information

Future

Land

Non-Inflationary Characteristics

Acres
Front Feet
Depth
Square Feet
Lots
Accessibility / Desirability

Inflationary Characteristics

Influences

Acres Change (non-inflationary)

Acres changed from 2.5 to 3

Change saved with OK

FMV and MAV are updated with no prompts

Screen Image prior to Acres change

WinGAP - Land Information : G01 00 024

Parcel No: G01 00 024

Land Use

Class: Residential
Strat: Lots
Land Value: 13,250
Ovr Value: 0
Last Calc: 13,250
Override Acres: 0.00

MAV Ag: 13,250
MAV Pref: 0
Total Acres: 2.50
Calculated Acres: 2.50
Acc / Des: 0 A 1.00

Land Influences

	%		%
Topography	1.00	Transitional	1.00
Corner	1.00	Neighborhood	1.00
View	1.00	Other	1.00
Water	1.00	Neighborhood	1.00

Land Characteristics

Topography	Level
Water	Well
Sewer	Septic Tank
Gas	Tank Gas
Electricity	Electricity
Road or Street	Paved
Road Class	County
District Drainage	Good
Neighborhood Status	Static
Zoning	Residential

Urban Subrecords

Subdivision: STONEGABLE #2

Frontage: 0
Depth: 0
Feet from St: 0
Acres - Calc: 2.50
Acres - Actual: 2.50
Lots / Units: 0
PREF: ☐
Excessive Units: 0.00

Eff Frontage: 0
Depth Table: 0
Sq Feet: 108900
Subrec Infl: 1.00
Subrec Value: 13,250
Depth Factor: 0.0000
Unit Value: 5300.00
Excessive Factor: 0.00

Rural Subrecords

Land Type:
Productivity:
Acres: 0.00
\$/ Acre Ovr: 0

Unit Value: 0.0000
Subrec Value: 0
PREF: ☐

Buttons: Help, Goto CUV, Goto FLPA, Photo, Edit History, Cancel, Apply, OK

Screen Image after Acres change

WinGAP - Land Information : G01 00 024

Parcel No: G01 00 024

Land Use

Class: Residential
Strat: Lots
Land Value: 15,900
Ovr Value: 0
Last Calc: 15,900
Override Acres: 0.00

MAV Ag: 15,900
MAV Pref: 0
Total Acres: 3.00
Calculated Acres: 3.00
Acc / Des: 0 A 1.00

Land Influences

	%		%
Topography	1.00	Transitional	1.00
Corner	1.00	Neighborhood	1.00
View	1.00	Other	1.00
Water	1.00	Neighborhood	1.00

Land Characteristics

Topography	Level
Water	Well
Sewer	Septic Tank
Gas	Tank Gas
Electricity	Electricity
Road or Street	Paved
Road Class	County
District Drainage	Good
Neighborhood Status	Static
Zoning	Residential

Urban Subrecords

Subdivision: STONEGABLE #2

Frontage: 0
Depth: 0
Feet from St: 0
Acres - Calc: 3.00
Acres - Actual: 3.00
Lots / Units: 0
PREF: ☐
Excessive Units: 0.00

Eff Frontage: 0
Depth Table: 0
Sq Feet: 108900
Subrec Infl: 1.00
Subrec Value: 15,900
Depth Factor: 0.0000
Unit Value: 5300.00
Excessive Factor: 0.00

Rural Subrecords

Land Type:
Productivity:
Acres: 0.00
\$/ Acre Ovr: 0

Unit Value: 0.0000
Subrec Value: 0
PREF: ☐

Buttons: Help, Goto CUV, Goto FLPA, Photo, Edit History, Cancel, Apply, OK

Land

Influences change after a non-inflationary change

After acres change is saved in above example, a View influence of 1.25 is added

Change saved by clicking Apply

The user will receive a prompt for the assignment of the value difference

The screenshot shows the WinGAP - Land Information : G01 00 024 dialog box. A modal prompt is displayed in the center, asking: "Was the value change a result of either a Correction of Factual Error or at the Request of Owner?" with a "Value Difference = 3,975". The prompt has "Yes" and "No" buttons. The background dialog box contains various fields for land information, including Parcel No, Class, Strat, Land Value, and Land Use. The "Land Use" section shows "Urban" selected, "MAV Ag" at 15,900, and "MAV Pref" at 0. The "Land Influences" section shows "View" at 1.25. The "Urban Subrecords" section shows "Acres - Actual" at 3.00. The "Rural Subrecords" section shows "Acres" at 0.00. The "Land Characteristics" section shows various dropdowns for Level, Well, Septic Tank, Tank Gas, Electricity, Paved, County, Good, Static, and Residential.

If the user makes a "No" response to the prompt, non-inflationary changes are made first.

The screenshot shows the WinGAP - Land Information : G01 00 024 dialog box with several fields highlighted by blue boxes. The highlighted fields are: "Strat" (Lots), "Land Value" (19,875), "Ovr Value" (0), "MAV Ag" (15,900), and "MAV Pref" (0). The "Land Use" section shows "Urban" selected. The "Land Influences" section shows "View" at 1.25. The "Urban Subrecords" section shows "Acres - Actual" at 3.00. The "Rural Subrecords" section shows "Acres" at 0.00. The "Land Characteristics" section shows various dropdowns for Level, Well, Septic Tank, Tank Gas, Electricity, Paved, County, Good, Static, and Residential.

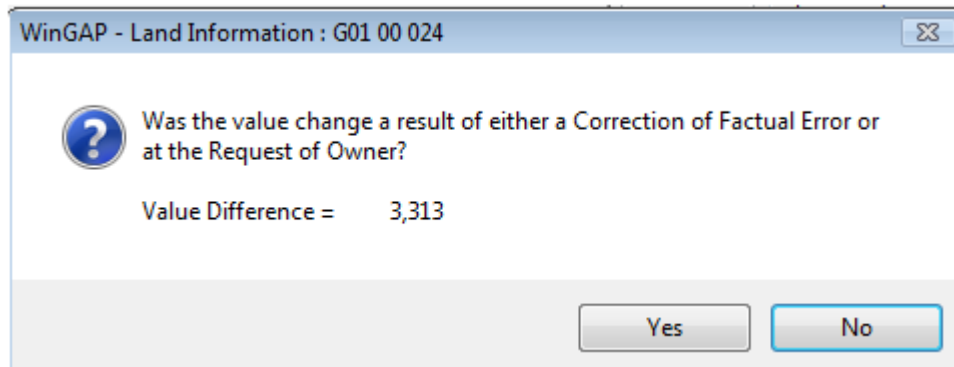
Land

Influences is changed first, before the non-inflationary change

The View influence is changed first from 1.00 to 1.25

Change saved by clicking Apply

The user will receive a prompt for the assignment of the value difference



WinGAP - Land Information : G01 00 024

Was the value change a result of either a Correction of Factual Error or at the Request of Owner?

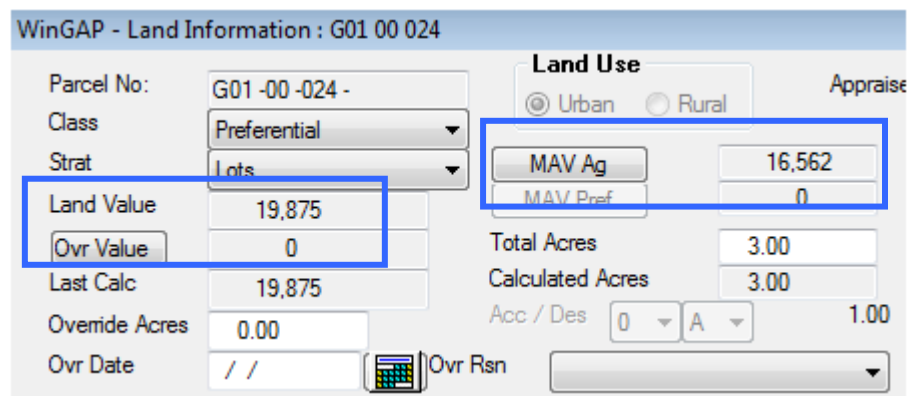
Value Difference = 3,313

Yes No

If the user makes a “No” response to the prompt, inflationary changes are made first.

Acreage is changed from 2.5 to 3.00

Ok is clicked; upon returning to the Land Information Form, the values in this example display as seen below.



WinGAP - Land Information : G01 00 024

Parcel No: G01 -00 -024 -

Class: Preferential

Strat: Lots

Land Value: 19,875

Ovr Value: 0

Last Calc: 19,875

Override Acres: 0.00

Ovr Date: / /

Ovr Rsn: [Icon]

Land Use: ☒ Urban ☐ Rural

Appraise: MAV Ag 16,562 MAV Pref 0

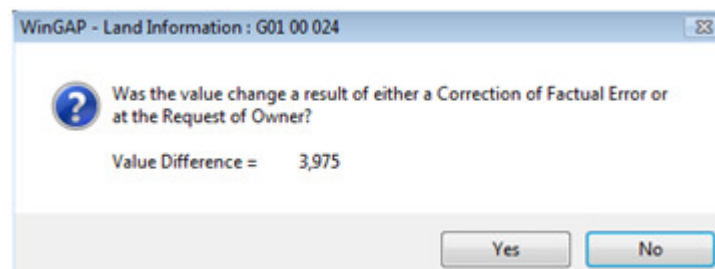
Total Acres: 3.00

Calculated Acres: 3.00

Acc / Des: 0 A 1.00

Value Differences

Non-inflationary changes first:



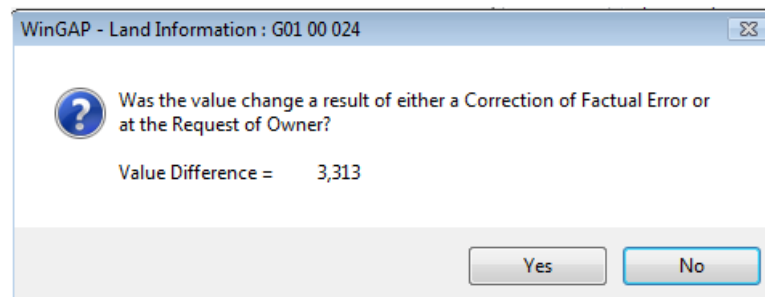
WinGAP - Land Information : G01 00 024

Was the value change a result of either a Correction of Factual Error or at the Request of Owner?

Value Difference = 3,975

Yes No

Inflationary changes first:



Value calculation with non-inflationary first

Action	Value	Allowable Change	Non-Allowable Change
Original Value	13,250	0	0
Acre Change (2.5 to 3.0)	15,900	0	0
Value Difference (15,900 -13,250)	2,650	2,650	
View Change (1.00 to 1.25)	19,875	0	
Value Difference (19,875-15,900)	3,975		3,975
Final FMV (13,250+2,650+3,975)	19,875		
Final MAV (13,250+2,650)	15,900		

Value calculation with inflationary first

Action	Value	Allowable Change	Non-Allowable Change
Original Value	13,250	0	0
View Change (1.00 to 1.25)	16,563	0	0
Value Difference (16,563 -13,250)	3,313	0	3313
Acre Change (2.5 to 3.0)	19,875	0	
Value Difference (19,875-13,250-3,313)	3,312	3,312	0
Final FMV (13,250+3,313+3,312)	19,875		
Final MAV (13,250+3,312)	16,562		

Residential Improvements

Updates to MAV function under the same principles as those for land

- Certain property characteristics are regarded as inflationary value contributors
- Other characteristics are non-inflationary contributors to value

Non-inflationary

Occupancy, Foundation
Exterior walls, Roofing, Roof Shape
Floor Construction, Floor Finish, Interior Wall
Interior Ceiling, Heat
Percent Complete
Fireplace / Miscellaneous
Basement / Attic
Structure Areas (Sketching)

Inflationary

Grade
Year / Effective Year Built
Observed Condition
Functional
Economic
Phys Dep Ovr
CD

Non-inflationary MAV updates

Before Heat Change

Floor Fin	Carpet/Tile
Interior Wall	Sheetrock/Panel
Interior Ceiling	Sheetrock
Heat	Central AC
Story Height	

Values			
Override	0	MAV	80,746
Improvement	80,746	Ovr Date	/ /
Last Calc	80,746	Ovr Rsn	

After Heat Change

Floor Fin	Carpet/Tile
Interior Wall	Sheetrock/Panel
Interior Ceiling	Sheetrock
Heat	Cent Ht/AC/Ht Pump
Story Height	

Values			
Override	0	MAV	81,968
Improvement	81,968	Ovr Date	/ /
Last Calc	81,968	Ovr Rsn	

Inflationary MAV updates

Before Grade Change


Grade / Age	
Grade	100
Year Built	1996
Eff Year Built	0
Obsv Cond	Good
Neighborhood	1.00

Values			
Override	0	MAV	81,968
Improvement	81,968	Ovr Date	/ /
Last Calc	81,968	Ovr Rsn	

After Grade Change and “No” Response

Grade / Age	
Grade	125
Year Built	1996
Eff Year Built	0
Obsv Cond	Good
Neighborhood	1.00

WinGAP - Residential Improvements - 1 of 1 : G01 00 024

 Changes to grade, depreciation and other possibly inflationary property characteristics have occurred. Are these changes either a Correction to Factual Error(s) or at the Request of the Owner?

Value Difference = 22,672

Yes No

Values			
Override	0	MAV	81,968
Improvement	104,640	Ovr Date	/ /
Last Calc	104,640	Ovr Rsn	

Commercial Improvements

Separation of inflationary (non-allowable) and non-inflationary (allowable) value changes are the same as with Residential Improvements

MAV represents structure value (no Extra Features)

MAV maintained separately for individual Extra Features

Total Extra Features MAV is transferred to the Commercial Improvement record

Non-inflationary

Used As, Built As
Construction Type, Life Expectancy
Wall Height
Area, Perimeter (Sketches)
Percent Complete
Common Wall
Structure Details
Identical Units

Inflationary

Grade
Year / Effective Year Built
Functional
Economic
Phys Dep Ovr
Other Factors

Manufactured Housing

Separation of inflationary (non-allowable) and non-inflationary (allowable) value changes are the same as with Residential and Commercial Improvements

Non-inflationary

Mfg / Model
Size
Tip Out
Exterior Wall, Roofing
Foundation
Heat, Fireplace
Plumbing
Story Height

Inflationary

Class
Year / Effective Year Built
Condition
Override Depreciation
Functional
Economic
Calculation Method

Accessory Improvements

Separation of inflationary (non-allowable) and non-inflationary (allowable) value changes are the same as with Residential and Commercial Improvements and Manufactured Housing

Non-inflationary

Description
Width / Length
Override Area / Units
Identical Units
Percent Complete

Inflationary

Year Built
Grade
Depreciation Override
Functional
Economic
Rank (for Extra Features)

Other HB233 changes to WinGAP

PRC - Real

- Now prints MAV if county is not “exempt”
 - Totals
 - Land
 - Accessory
 - Residential Improvement
 - Commercial Improvement

Digest Submission Reports

- Digest Submission Reports.rpt

Growth Calculation Routine

- Growth.exe
- MAV used

Audit Dept Digest Study

- Wgaudit.exe (Both FMV and MAV)

Digest Export

- Both FMV and MAV

Change of Assessment Notices

- Coa.rpt
- Coa_rp.rpt

Ratio Studies

- Still calculated on FMV

Edit Log Entries

- Records Allow and No Allow changes